

SUPERVISOR CONTACT INFORMATION:

Name of Organization: **Eastman School of Music Communications Office**

Name & Position of Supervisor responsible for Intern: David Raymond - Editorial Director

Phone Number: 4-1053 E-mail address: draymond@esm.rochester.edu

POSITION INFORMATION: (If more room is needed, continue answer on a separate page.)

1. Position Title: **Social Media and Marketing Assistant**

2. Internship Tasks and Responsibilities:

Based on experience and interest: writing blog posts for "Eastman Journal"; drafting press releases; helping to create social media posts and monitor accounts; website work; assistance with photography and video

3. What will the Intern(s) learn while performing these tasks and responsibilities? Please be specific as to what skills and experience will be gained.

The intern will have the opportunity to develop writing and media skills within the context of life in a busy communications office. The work will also give the chance to interact with faculty members and administration in different departments, and get a fuller picture of life at the school.

4. Skills and/ or experience that would be necessary or helpful for the intern to have coming into the internship: (technology & social media, project and event management, writing, data management etc.)

Some writing expertise and interest is essential. Experience with social media, website work very helpful and desirable. Knowledge of photography may be helpful too.

5. What is the work environment and how will the intern be supervised? Where and when will the majority of work take place? Is this a typical 9-5 office environment or is much of their work self-directed/done remotely? How often will you meet with the intern to discuss their work assignments and where will that take place?

The intern works in our office on the second floor of Messinger Hall. Hours are within our office hours, 8:30-5 on weekdays, although some remote work is possible. We meet with our interns each time they are in the office to go over assignments.

6. Is a car required? No Yes Mileage paid? No Yes Amount: _____

Please note that interns must work **at least 85 hours** and are limited to working a maximum 100 hours per semester. Any deviation from this requires prior approval from ALP.

Form Completed by: David Raymond Date: February 3, 2021