

SUPERVISOR CONTACT INFORMATION:

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

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 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. Desired Beginning Date: 6-1-2021 Ending Date: 8-30-2021

7. The average number of hours you wish the intern to work per week will be: 6-8 hours

Please note that interns must work **at least 120 hours** to receive credit and be paid for their experience. Any deviation from this requires prior approval from ALP.

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

9. Will any funding be provided by host direct to intern? Yes No

If yes, amount = \$_____ per: hour week month full project (please check one)

Other Amenities provided? (food, lodging, transportation, etc.): _____

10. Additional comments _____

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