

SUPERVISOR CONTACT INFORMATION:

Name of Organization: **Concert Office, Eastman School of Music**

Name & Position of Supervisor responsible for Intern: Julia Ng - Assistant Director of Concert Activities

Phone Number: 585-274-1109 E-mail address: jng@esm.rochester.edu

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

1. Position Title: **Concert Office Intern**

2. Internship Tasks and Responsibilities:

Assist the Concert Office in daily office work to include management of concert logistics to assigned concerts. Tasks and responsibilities include reaching out to artist managers, securing hotel reservations, creating itineraries for guests, contacting faculty for master classes and ensuring that all details of assigned concerts are met.

Further tasks and responsibilities may include proof reading brochures, assisting with season announcements, analyzing ticket sales, and other office tasks as assigned.

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 Concert Office intern will gain immense appreciation for the art of concert production. Our office schedules and oversees the production of over 700 concerts. For each concert, we also manage the rehearsals, instrument tunings, programs, artists, and are consistently planning ahead. The intern will gain valuable experience of what it's like to be "behind the scenes" of a major concert venue.

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.)

The Concert Office intern must have good etiquette in working with artists and managers, must be able to juggle multiple tasks at one time, must have a keen sense of independent work which will allow him/her to keep on top of their schedule, must be able to balance internship and school and have an overall appreciation of seeing long term goals to fruition. Skills in tech, social media, proof reading, time management, and independent work is preferred. Our office likes to PLAN. An ideal candidate also likes to PLAN ahead.

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 Concert Office intern will work in the Concert Office along side other staff members, including students and typists. Primary hours will be in the office, however, the intern may be asked to come in to meet and work with the artists of assigned concerts.

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: JN Date: 2/13/18