

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:

The Concert Office Summer Intern will assist with managing summer programs (Summer Session), ESM Orientation. He/She will also assist with projects that include season announcement, marketing, proofing brochures, social media, and ticket analysis for the upcoming concert season.

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 Summer Intern will gain valuable experience in scheduling concerts, working with artists, assisting with programs, reaching out to faculty, and being part of "behind the scenes". Our goal is for the intern to experience the start of a new academic year, from the aspect of a concert hall and an academic institution.

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.)

The Concert Office Summer Intern would benefit with tech, social media, management, and writing skills. Some projects will be long term, while some will be shorter. Our office seeks an intern who is independent, a quick learner, and someone who has a passion for concerts.

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?

This position will take place in the Concert Office, with flex hours during the 9-5 work day.

6. Desired Beginning Date: May 2018 Ending Date: August 2018

7. The average number of hours you wish the intern to work per week will be: 10

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: jn Date: 2/13/2018