EASTMAN INSTITUTE FOR MUSIC LEADERSHIP

Arts Leadership Program

ALP
Host Application for Intern

HOST ORGANIZATION CONTACT INFORMATION:

Name of Organization: **Summer@Eastman**

Name & Position of main contact for Host re: Internships: Dr. Sylvie Beaudette, Director

Address – Street: 26 Gibbs Street City: Rochester State: NY Zip: 14604

Phone Number: 274-1415 E-mail address: sbeaudette@esm.rochester.edu

HOST ORGANIZATION RESOURCE AND HISTORY:

Web site address for host organization: summer.esm.rochester.edu

Have you worked with an intern before? When? What type of internship?

Yes. Summer@Eastman 2012-2015, 2017-19. Women in Music Festival on and off 2007-2014.

Regular supervision of interns is a must whether you are working in a traditional office environment or the intern is doing some of their work remotely. History has shown us that the best experience is provided when the intern can interact in person with supervisors and staff. Please comment on the ability of your supervisors to meet regularly with interns and their general availability to supervise over the internship period.

Weekly meeting with intern, weekly meeting with Summer@Eastman team, 3 general meetings (Operations, Marketing, Communications). Regular emailing and texting. Required weekly reports from intern.

POSITIONS OFFERED AND JOB DESCRIPTIONS:

We would like to offer the following internship positions:

Position Title	Summer	Fall	Spring	New Job Description Attached for this position	Use last year's job description for this position
1. Summer@Eastman Marketing Assistant	☐	☒	☐	☒	☐
2.	☐	☐	☐	☐	☐
3.	☐	☐	☐	☐	☐
4.	☐	☐	☐	☐	☐
5.	☐	☐	☐	☐	☐

*It is **highly recommended** that you update your job descriptions on an annual basis; but by selecting that we use last year's job description, you are confirming review of the description prior to submission of this form.*

APPLICATION PROCEDURE:

Please indicate how you would like to find out about candidates interested in your internship positions (check all that apply)

☒ ALP Application Form ☒ Résumé ☒ Cover Letter

☐ Telephone Interview ☒ Live Interview ☐ Writing examples

☐ Other _____

Form Completed by: Sylvie Beaudette Date: 02/05/2021