

**Arts Leadership Program****SUPERVISOR CONTACT INFORMATION:**Name of Organization: **Pegasus Early Music**Name & Position of Supervisor responsible for Intern: Deborah Fox, DirectorPhone Number: 585-703-3990 E-mail address: deb@pegasusearlymusic.org**POSITION INFORMATION:** (If more room is needed, continue answer on a separate page.)1. Position Title: **Administrative Intern**

2. Internship Tasks and Responsibilities:

The intern will participate in all aspects of running two collaborating small but busy concert organizations, Pegasus Early Music and NYS Baroque. The weekly tasks will vary pleasantly and include, besides getting the fall season up and running, general office operations (such as mailing list management, ticket sales, organizing files and data, and attending meetings, etc.); publicity and research (such as press release, e-blast and grant writing; budget work; program research and organization; social networking innovation and management); and actual concert management (dealing with artists, house management at concerts, coordinating volunteers, etc.). In addition, the intern may be given responsibility coordinating the free concert series Pegasus Rising, which features up-and-coming early music artists and ensembles.

The intern will be an integral part of our organizations and have the opportunity to make a difference in our operations. Specific duties may be catered to the intern's strengths and personal goals for the internship. The internship will take place at our office, which is in the supervisor's home, in an office organized with computers, photocopier, and a good library of music books and resources. Supervision will be handled by the Artistic Director and the Administrative Manager.

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.

He or she will join our small staff, and will learn the details of working in an arts organization and how a nonprofit relates to the arts world and the general public. Other "real-life" skills to be learned include office skills, communication and research skills, time management, working with an image or "brand", interacting in a professional way with visiting artists and the public, writing artist contracts, developing publicity and marketing, setting-up concert logistics, writing grants, reports and press releases, budgeting for grants, and multi-tasking.

The intern is encouraged to attend Board meetings and other meetings with the Artistic Director and Administrator, sometimes with other arts organizations. Intern may work sometimes with our Administrator as well. Interns are encouraged to be as involved with both the public and background faces of these organizations as they want to be. Schedule can be flexible and may fluctuate somewhat from week to week, depending on the concert/production schedule, and may include some evening/weekend times. Schedule will be as mutually agreed upon in advance between student and Director.

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

We would like an intern who is responsible, self-motivated, flexible, and able to follow-through with tasks in a creative and organized way. Ideas and innovations welcome! An interest in early music or chamber music would be helpful and make the job more interesting, but is not necessary (we have had 2 jazz musicians, an opera singer, 4 wind players, a violinist, a bass player, and a guitarist so far as interns, all excellent and committed). Basic computer, social media, communication, and writing skills are essential.

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 work environment is casual and informal, though serious: we have a good time while getting things done. If Covid restrictions allow, we will meet in person at the office, which is currently in the Director's home. Dress is casual though must be appropriate for outside concerts, events and meetings. We will meet in person at least once a week, although preferably two meetings per week will be scheduled. Schedule will be flexible depending on the schedule of the Director, and can also be flexible to some extent around the student's needs; some of the work can be done remotely by assignment. There are 2 cat assistants at the home office; we will try to accommodate for allergies!

6. Desired Beginning Date: TBA Ending Date: TBA

7. The average number of hours you wish the intern to work per week will be: 20; will be flexible

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: except for special errands, which we will reimburse. Car is not necessary, as office can be reached by bus and walking; however, a car is handy in getting here.

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

If yes, amount = \$1200 per:  hour  week  month  full project (please check one)

Other Amenities provided? (food, lodging, transportation, etc.): lunches when appropriate; snacks

10. Additional comments **A very flexible internship designed to get the fall series going; this is in place of the opera internship, depending on what decision is made about doing a summer opera, due to Covid.**

Form Completed by: DF Date: 2/11/21