

SUPERVISOR CONTACT INFORMATION:

Name of Organization: **Rochester Philharmonic Orchestra**

Name & Position of Supervisor responsible for Intern: Barbara Brown, Director of Education

Phone Number: 585-399-3635 E-mail address: bbrown@rpo.org

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

1. Position Title: **Education Intern**

2. Internship Tasks and Responsibilities:

Assisting with field trip concerts, family & community concerts and possible outreach (instrument petting zoos, career day, etc.) as well as scheduling RPO Guest Artist visits to surrounding schools

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.

They will learn about all of the layers involved with producing a concert, from building an audience, contracting venues, and executing an event.

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.)

Must be organized, detail oriented, and able to work independently! Good email and phone etiquette. Also, Word, Excel, and Outlook experience needed.

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 majority of work will take place in the RPO Administrative offices although from time to time work will also happen at Kodak Hall, the Hochstein School of Music, and various community venues. The majority of work will take place during regular 9 - 5 office hours as the student's schedule permits. Some work may be completed at home on the student's own time if desired. I meet with the intern at the beginning of each day they come in to go over the day's tasks. Then I allow my intern to work independently but remain available to answer questions and provide guidance whenever needed. The intern is provided their own desk, computer, and phone to use in the office.

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: Barbara Brown Date: 2/13/2018