

**SUPERVISOR CONTACT INFORMATION:**

Name of Organization: **ROCHESTER PHILHARMONIC YOUTH ORCHESTRA (RPYO)**

Name & Position of Supervisor responsible for Intern: Irene Narotsky, Manager RPYO

Phone Number: 585-966-9203 E-mail address: inarotsky@rpo.org

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

1. Position Title: **Youth Orchestra Intern**

2. Internship Tasks and Responsibilities:

The Intern assists the RPYO Manager in the wide variety of activities involved in running a youth orchestra. These could include:

Preparing audition lists and helping to staff auditions  
Producing concerts  
Procuring concert program ads  
Preparing music for rehearsals  
Compiling information about students  
Promoting our organization via social media  
Preparing press releases for concerts  
Attending rehearsals (or at least some of these) and concerts and helping with rehearsal activities.  
Attending and contributing at monthly Board meetings to participate in governance  
Preparing mailings and other communications with schools, families and alumni.  
Assisting with youth orchestra fundraising activities  
Assisting with preparation of concert programs  
Providing database management

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 youth orchestra intern will learn that running a youth orchestra is much like running a professional orchestra in miniature. There are personnel matters (relations with student musicians and families), operations (planning a season and putting on rehearsals and concerts), marketing and public relations (concert publicity and promotion of the youth orchestra), development (long-term concerns about program building and financial support as well as involvement in current fundraising activities), extensive library tasks (music preparation and distribution), finances (involvement with budgets, purchases, cost decisions and constraints, payment of bills), special events (social events for students and families), relationship with governance groups (Board reports and meetings.) The youth orchestra mission, though, goes beyond preparing for and putting on concerts to the very important jobs of nurturing young musicians and sustaining a feeling of community among students, families, and staff.

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.)

Basic computer skills in Word and Excel are essential. It is important to be detail-focused and to be able to write with some facility and accuracy. Familiarity with music scores is important for library work. Perhaps most important is a willingness to do the office work that is the largest part of the Manager's job. Having a car would be useful for attending rehearsals and concerts, but it not 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 office, rehearsal hall or concert stage with the vast majority of the work occurring in the RPO offices. The office work is very flexible in terms of timing although most of the RPO office staff works on 9-5 schedule. We will completely work around the intern's schedule to make it an easy fit. Of course concert work timing is very rigid but the intern is not obligated to work on the concert days. The student will be supervised by the RPYO Manager via weekly check-in discussions but much of the work will be self-directed and even from home. We hope to also learn from the intern by gaining their insight on our educational programing.

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: Irene Narotsky Date: 2/13/18