

SUPERVISOR CONTACT INFORMATION:Name of Organization: **Institute for Music Leadership - Eastman School of Music**Name & Position of Supervisor responsible for Intern: Rachel Roberts, Director (as of June 2021)Phone Number: 585-275-1730 E-mail address: rroberts@esm.rochester.edu**POSITION INFORMATION:** (If more room is needed, continue answer on a separate page.)1. Position Title: **Assistant to the Director**

2. Internship Tasks and Responsibilities:

The Assistant to the Director will be responsible for various duties and assignments as assigned in the IML Office, including:

- 1) Conducting research projects related to IML initiatives as assigned by the Director.
- 2) Implementing marketing strategies for IML initiatives including the Eastman Case Studies, Eastman Leadership Conference, Eastman Leadership Academy.
- 3) Assisting the Director in preparing materials and presentations for conferences.
- 4) Assisting the Director in development of agendas for various committee work and meetings.
- 5) Attending and participating in

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.

These activities will help the intern to learn more about specific programs in leadership training, current trends in music careers, implementation of initiatives, conference management, development of new programs, marketing strategies, and office management.

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.)

Skills with Microsoft Word, Excel, PPT, social media including facebook and instagram. Excellent research and analytical skills. Able to research, synthesize and present information clearly. Self-directed and independent worker, able to develop and implement steps towards achieving a goal.

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 IML office at Eastman Monday-Friday 9 am to 5 pm. Students are asked to set a regular schedule of hours for the semester. Intern will meet with the supervisor on a weekly basis in the IML office, and is available for additional guidance outside of that weekly meeting. Some weekend or evening hours may be required in conjunction with IML special events.

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: LS for J. Doser & R. Roberts Date: rev. 03.16.21