

SUPERVISOR CONTACT INFORMATION:

Name of Organization: **Rochester Philharmonic Orchestra**

Name & Position of Supervisor responsible for Intern: Rob Dermody, Senior Director of Development

Phone Number: 585-399-3629 E-mail address: rdermody@rpo.org

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

1. Position Title: **Business-Development Intern**

2. Internship Tasks and Responsibilities:

Provide administrative support for Development Team, COO, Executive Assistant (as needed). Efforts may include: donor/prospect meeting preparation, research, business proposal creation, and data hygiene. This role is vital to the success of the business side of the Orchestra and helps with fundraising- working closely with the top revenue producers.

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 intern will learn the business model of the orchestral industry. The skills gained will be business acumen, collaboration skills, and multi-tasking between short-term and long-term projects.

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.)

Go getter. Ability to research, data management, and project management skills. Ability to work well in a team setting, strong communication skills, and a positive attitude are vital to this position.

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 intern will have an allocated office. The intern will be directly supervised but, not micromanaged. I am flexible but, hold individuals accountable. I often will provide 1-3 tasks per shift. The majority of work will be completed at the RPO administrative offices located 108 East Ave. The intern will connect with their supervisor every day that they are in the office. There are special events that interns are invited to attend, to experience "final products" (observing how an intern impacts the "big-picture")

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: Katie Simmons Date: 1/25/19