

ALP
Intern Job Description
Academic Year**SUPERVISOR CONTACT INFORMATION:**Name of Organization: **fivebyfive**Name & Position of Supervisor responsible for Intern: Laura Lentz, Artistic Director and flutistPhone Number: 585-350-4449 E-mail address: lauralentzflute@gmail.com**POSITION INFORMATION:** (If more room is needed, continue answer on a separate page.)1. Position Title: **Production Intern**

2. Internship Tasks and Responsibilities:

The production intern will be responsible for aiding the ensemble in producing concerts, programs or events through attending various meetings and working on projects independently with guided supervision.

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 internship provides hands-on experience with the business of running a chamber ensemble within a non-profit organizational model; interns learn about the commissioning process, grant-writing, and the art of putting together successful concerts, programs and events.

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, social platforms like Facebook, and willingness to learn how to use website builder Squarespace and marketing automation platform Mailchimp. Excellent writing skills, experience with creation of programs and posters, video and audio editing experience a bonus. Self-directed and independent worker, able to develop and implement steps towards achieving goals.

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 will be a mutually agreed upon location between the intern and the supervisor. Meetings may take place during the ensemble's weekly rehearsals, if the time and day is agreeable to everyone. Some of the work will be done independently by the intern, however the supervisor will be available to answer questions as needed. The supervisor will meet with the intern at least once a week to discuss work assignments.

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: Laura Lentz Date: 1/25/21