

Arts Leadership Program**SUPERVISOR CONTACT INFORMATION:**Name of Organization: **Eastman Pathways Program/Eastman Community Music School**Name & Position of Supervisor responsible for Intern: Hannah Harrow, Program CoordinatorPhone Number: 585-905-6247 E-mail address: eastmanpathways@esm.rochester.edu**POSITION INFORMATION:** (If more room is needed, continue answer on a separate page.)1. Position Title: **Pathways & ECMS Community Engagement Intern**

2. Internship Tasks and Responsibilities:

The intern will work with the Pathways Program as well as the ECMS office more broadly.

Pathways Program Tasks:

- Practice Buddies Program coordinator
- Pathways Newsletter – every other week; gathering content/designing using MailChimp
- Social Media Support – Pathways Instagram and Facebook posts/engagement
- Attending and helping to plan events as schedule allows– connect with students; take photos; facilitate activities

ECMS Tasks:

- Community Engagement – assisting ECMS staff and faculty in finding ways to connect ECMS students with performance opportunities in the community; publicizing performances to the community, etc.
- Assisting ECMS staff to generate closer communication and ties with public school teachers in Rochester and its suburbs
- Social Media Support

Additional tasks may include:

- researching ways to improve student communication in the Pathways program
- research into Rochester Community and Rochester City School District
- attend Pathways auditions if scheduling allows
- other admin tasks available if more hours are needed

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.

1. Technical Skills:

- * Familiarity with Wordpress website platform, MailChimp, Excel and mail-merge, UR Student
- * Writing and design skills through facilitating the Pathways Newsletter and social media

2. Organizational Skills:

- * Maintaining and updating an Excel database
- * Recruiting for and facilitating a volunteer mentorship program

3. Interpersonal & Communication Skills:

- * Attending events and connecting with students; building community
- * Generating excitement about the Pathways Practice Buddy program; inspiring peers to give back to the community
- * Facilitating and planning community engagement across digital and in person platforms

The Pathways Program is multi-faceted. In summary, the experience gained could be vital for an intern with an interest in arenas such as teaching and running his or her own music school or music program, working with non-profits doing community music outreach, or even starting his or her own music outreach program, etc. The intern will get a "behind the scenes" look at the nuts and bolts of recruiting for and facilitating a music program, and have the opportunity to customize his or her duties depending on areas of interest, or desire to gain new skills. The intern will work closely with the Pathways Program coordinator and can play a vital part in the future of the Pathways program! We are always looking for new ideas and very interested in what our interns bring to the table!

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.)

Although much of this work is more administrative and organizational than directly interactive, all applicants should be driven by the belief that an opportunity to study music could change a student's life, and motivated by a passion and vision for music outreach/teaching. You will be helping to facilitate life-changing opportunities for our Pathways students.

Additionally, it is important for our applicants to know that the Pathways Program reflects Rochester's rich cultural diversity: students from underrepresented communities account for over half of the graduating classes. Thus, we are committed to inclusion and equal opportunity for all of our students, and we expect our intern to join us in advocating for our students' success.

Practical Skills:

- * Some mentorship experience in any setting
- * Basic computer and excellent writing skills
- * Organizational skills and good email etiquette
- * Ability to "work from home" and complete tasks on your own time
- * Creativity and ideas to better our program and give more opportunity to the students
- * Outgoing and professional personality

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?

Weekly in-person or Zoom meeting with the supervisor, scheduled at mutual convenience.

Most of this work would take place "from home," on your own time. Certain times of year are busier than others! (During application season, or before a large event, etc. there may be more meetings and hours required.) Intern would need access to a computer, and need to be open to flexible hours. (This may mean weeks with fewer hours, and a few weeks with more hours, etc.) There will also be secondary supervision from ECMS office staff.

The intern would be invited to attend committee meetings if available, and strongly encouraged to attend events (3-4 per year) if schedules permit. Intern would be welcome to attend and help facilitate the annual Pathways auditions if schedule permits. More opportunities can be discussed on an individual basis.

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: Hannah Harrow Date: 2/4/2021