

ALP
Intern Job Description
Academic Year**SUPERVISOR CONTACT INFORMATION:**Name of Organization: **Eastman Performing Arts Medicine**Name & Position of Supervisor responsible for Intern: Gaelen McCormick, Program ManagerPhone Number: 585-274-1233 E-mail address: gmccormick@esm.rochester.edu**POSITION INFORMATION:** (If more room is needed, continue answer on a separate page.)1. Position Title: **Eastman Performing Arts Medicine Assistant**

2. Internship Tasks and Responsibilities:

Helping to schedule EPAM trained musicians for their performances in the lobbies of Strong Memorial Hospital. On site at SMH, collect basic data around staff, family or patient interactions, act as liaison for EPAM answering questions about the program.
Maintain events calendar listings for these lobby musicians.
Create some basic internal posters to help advertise and educate the hospital community about the environmental music program.
Create and deploy survey instruments in a variety of locations at URMC to test the efficacy and appropriateness of the types of music and musicians we are bringing into the environment.

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.

communication and coordination among artists and needs/restrictions of space.
Using social media and internal channels to effectively tell/sell your event's story.
Understand the complexities and details around contracting individual artists.
How to use data to tell the story of a program.
How to create and execute a non-IRB study of music's impact on a variety of populations at the URMC.

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.)

time management, social media, basic skills with Canva or another basic design app, good communication skills, attention to detail.

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?

I anticipate meeting with the intern at least once weekly to create a work plan, focus on our monthly goals, communicate about the type and quality of work the intern is producing. The work environment will be split about 50/50 between the ESM campus and the URMC sites we serve. Our meetings for supervision will normally take place during 8a-4pm business hours, and the URMC hours will always be between 9a-2pm. There will be work that can be performed independently on the intern's own schedule.

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: Gaelen McCormick Date: Jan 30, 2020

