

Arts Leadership Program Internships

Eastman School of Music

Host Organization Information for 2022-2023

Arts Leadership Program

Questions?

Contact the IML Assistant Director, alp@esm.rochester.edu or 585-274-1112

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Important Dates to Keep in Mind

Monday, Jan 31, 2022

Host applications and job descriptions due

April 4 – 14, 2022

Interviews & deadline for host org initial offers

(no interviews past Thursday, April 14**)**

April 15 – 17, 2022

Follow up offer and acceptance period

Monday, Feb 18, 2022

Notify ALP office of final intern placements

What it's all about

It is time to start thinking about internships for summer and the next academic year. If you're interested in applying for an intern, it is important that you look over the information we have provided below. Additional information about internship requirements, goals, how students are paid, plus much more is also available on our "Host an ALP Intern" website at <https://iml.esm.rochester.edu/alp/host/>.

What's new this year/ what continues to be important

NEW THIS YEAR -- The interview period has been divided up into an interview time period and an follow up offer/acceptance period. **Interviews must end on Thursday, April 14, 2022 and any initial offers must be made by that time** (OK to offer earlier). The offer/acceptance period will allow for interns to have time to make decisions and notify host organizations. If organizations find themselves at that point without an intern but wish to make an offer to another student they interviewed, they may do so.

Forms are basically the same as last year. We are giving you the option of using a previously submitted job description. We continue to take a look at host organization qualifications to make sure you are a fit for our program. While we recognize that many local arts organizations are small, have minimal staff and many times do not have a physical space in which interns may work, there are still some basic requirements that are important. We pay particularly close attention to job descriptions, as do the students. We also consider how much remote work is being done unsupervised, how often the supervisor is meeting with the intern and long periods of time where the supervisor might be unavailable or out of town. For more detailed information, see the "Best Practices" section below.

What you need to do by Monday, January 31, 2022 if you're interested in applying for an intern.

- **Submit a new host application and job descriptions***. Please let us know if you wish to host an intern for the Summer of 2022, Fall 2022 and/or Spring 2023. Complete a Host Application (only one needed per organization) and Job Description forms. These should be submitted electronically and your information will be posted to the web by mid-February.
(*Note: If you wish to use last year's job description, please verify that job description on the "ALP Host Information – Local" web page at <https://iml.esm.rochester.edu/alp/hosts/> and then let us know when you return your Host Application form. If your job description is not listed on that page, you want to update a previous job description or offer a new position, you'll need to complete a new job description form.)
- **Intern interviews are April 4 – 14**. If you are unavailable any days during that period, please let us know so we can include it in information to the students.

Best Practices

- **Internship Programs under the US Fair Labor Standards Act** – the US Department of Labor provides general guidelines to help determine whether interns must be paid under the Fair Labor Standards Act for the services that they provide. While these guidelines mainly focus on "for profit" private sector employees, and the University of Rochester addresses some of the test by providing an hourly wage to these ALP students, there are still certain key elements of the guidelines that are important to the ALP internship program. We ask that you keep these in mind as you consider your internships for the coming year.
 - The internship, even though it includes actual operation at the facilities of the employer, is similar to training which would be given in an educational environment.
 - The internship experience is for the benefit of the intern.
 - The intern does not displace regular employees, but works under close supervision of existing staff.

To read the complete fact sheet, visit <http://www.dol.gov/whd/regs/compliance/whdfs71.htm>

- **Skills, Tasks and Benefits**

The ALP Internship Program places ALP certificate candidates in internships designed to expose them to extra-musical tools and information that can only be learned in practical, "real world" settings. Benefits to the student include the cultivation of self-management skills and an awareness of the current climate for the arts in America. Those who participate in an internship will be better able to achieve their full potential as leading composers, performers, scholars, teachers, arts managers, and advocates of music of quality. Some additional benefits include:

- Provide experience which can be used in professional materials such as cover letters, resumes, professional portfolios, and websites
- Cultivate relationships and network with others in their chosen field
- Execute organization research, job search strategies, such as informational interviews and interviewing skills to help them distinguish themselves and compete in the professional marketplace
- Engage subject matter that expands on the curriculum at Eastman
- Evaluate their professional experience, determine appropriate areas for growth and outline future goals

How can I be sure to put the best foot forward for my organization/intern position?

Each year we anticipate about 20 students will be interviewing for at least 1 semester each in internships during the academic year. Unfortunately, there are always more intern openings than students to fill them, so the process is pretty competitive. Here are some suggestions to help organizations put their best foot forward:

- **Job Descriptions** -- Students are looking for growth opportunities and good job descriptions are key. If your job description doesn't spell out what they will be doing and what opportunities will be presented, you may not get a second look. (If you have a current intern, this would be a great task for them!) ***These materials are very important.*** The best job descriptions usually attract the best interns.
- **Intern Panel Event DATE TBD** – If you have an intern during either of the 2021-2022 academic year terms, they will be your representative at our Intern Panel event. These interns will be answering questions and sharing key information about your organization with each *prospective* intern. You may wish to discuss this with your intern to make sure they're including key points you think should be highlighted. You are also welcome to provide handouts for them to distribute.

If you do **not** currently have an intern representing you at the event, you are encouraged to provide handout materials you feel would provide relevant information on your internship and that would represent your organization favorably (other than host application and job description forms, which will be available online). ***An electronic version*** of these should be delivered to the IML office no later than Tuesday, February 22 (about 1 week before the event) and will be provided to *potential* interns to review.

What happens *after* I turn in my materials on January 31? What will I need to do?

Your host applications and job descriptions get posted to the ALP website

Prospective interns will be directed to review your materials on the ALP website here:

<https://iml.esm.rochester.edu/alp/hosts/>

Keep us informed of your availability for interviews

Keep us informed of any changes in availability for you for the interview period April 4 - 14. These restrictions will be provided to the applicants.

Review your applicant materials

Students turn in applications to the ALP office on Thursday, March 31. Within the next few days you'll be receiving application materials for any student who has expressed interest in your internship. These will be made available to you electronically. (Each student applies for 3 internships.)

Complete interviews between April 4 - 14

It is the applicants' responsibility to contact you via email or phone to set up a time for an interview. These can be set at a mutually agreeable time and the actual interview process is entirely up to you. . **Interviews must end on Thursday, April 14, 2022 and any initial offers must be made by that time** (OK to offer earlier).

Make an initial offer no later than Thursday, April 14

If you feel one of the applicants is a match, make an offer. Much like a real job process, you can do this at any time during the interview process. Students are encouraged to complete all of their interviews before accepting an offer, so please understand they may take some time to get back to you. It is not unusual for organizations to set a deadline for a response. **Only one offer per semester per internship allowed.** This is to ensure as many organizations receive an intern as possible.

Follow up offers are allowed during the period April 15-17

If organizations find themselves during this period without an intern acceptance, but wish to make an offer to another student they interviewed, they may do so.

Notify us of final intern selection by Monday, April 18

Let us know who has accepted your offer. Please include the student's name as well as the semester(s) they plan to intern (Fall 2022, Spring 2023 or both). If your organization has multiple intern positions, we'll need the name of the position too.

Sign the Intern Contract

It is the applicants' responsibility to get your signature on the final intern contract prior to Monday, May 2.