



## ALP Intern Job Description Academic Year

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### **SUPERVISOR CONTACT INFORMATION:**

Name of Organization: **Ensemble Signal**

Name & Position of Supervisor responsible for Intern:

Lauren Radnofsky, co-Artistic/Executive Director (main contact/supervisor)

Address – Street: 15 Mathews st. #204 City: Rochester State: NY Zip: 14607

Phone Number: (585) 802-6743 E-mail address: [LaurenRadnofsky@mac.com](mailto:LaurenRadnofsky@mac.com)

### **POSITION INFORMATION:**

1. Position Title: Administrative Assistant

2. Internship Description (Department & Duties):

Intern may have the opportunity to work in 4 main areas, which may vary based on the needs of Signal, and the strengths of the intern:

PR: mainting and creative planning of social media (facebook, twitter, blog etc.), writing and assisting with mailing list, website updates.

Development: compiling of grant materials, developing fundraising materials, fundraising assistance.

Project Management: Assistance as needed per concert/project with duties related to the general maintenance of each concert/project. Intern may have the opportunity to assist at our performances if geographically possible.

General office support: Assisting with daily operations (i.e. mailing, copying, writing, proofreading, research).

All duties subject to change. Hours are VERY flexible.

3. What will the Intern(s) learn while performing these duties?

Intern will gain knowledge of a broad range of aspects surrounding operating our young 501(c)(3) non-profit modern music ensemble of flexible instrumentation (1-30 musicians + conductor).

4. Skills and/ or experience that would be necessary or helpful for intern to have: (include software, project mgt., etc.)

Interest in modern music, independent and comfortable with using initiative to develop and execute creative ideas, experience with integrated use of various social media platforms including Facebook/ Twitter/Instagram/Vine with website and blog, good organizational skills, clear written and oral communication skills, familiar with google docs, spreadsheets, skype, and ichtat.

5. Is a car required? No Mileage paid? No

Please note that interns are limited to working 100 hours per semester.

Form Completed by: Lauren Radnofsky Date: February 15, 2016