

SUPERVISOR CONTACT INFORMATION:

Name of Organization: **IML/ ALP at the Eastman School of Music**

Name & Position of Supervisor: Leslie Scatterday, IML Operations Manager

Address – Street: 26 Gibbs Street, Miller Center 1st Floor City: Rochester State: NY Zip: 14604

Phone Number: 585-274-1112 E-mail address: lscatterday@esm.rochester.edu

POSITION INFORMATION: (If more room is needed, continue answer on a separate page.)

1. Position Title: **IML/ALP Department Assistantship**

2. Job Description (Duties):

This assistantship has many responsibilities related to the administration of programs within the Institute for Music Leadership, including the Arts Leadership Program, Polyphonic.org, Careers and Professional Development and Alumni Relations. Duties vary based on the skills of the student and may range from complex tasks such as web page development and maintenance, setting up a database, supporting the instructor of an ALP course with logistics, marketing and running events to simple office support. Other responsibilities may include planning and execution of meetings and social events, website content recommendations and updates, and maintenance of IML related contact information. Duties may be tailored to suit additional interests of the student.

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

Preference is given to graduate students who are enrolled in or plan to apply to an IML certificate/diploma program, but applicants in other majors will be considered. The ideal candidate for this position is an enthusiastic self-starter who is eager to learn and can take responsibility for projects and duties with minimal supervision. Computer skills including experience with web authoring tools (Contribute, Dreamweaver or other), Word, Excel, PowerPoint and database software are extremely desirable. Car not required but helpful. In person interview preferred; phone interview required.

4. The average number of hours you wish the intern to work per week will be (minimum 10 hrs): 5-10 hours per week

5. Is a car required? Yes No Mileage paid? Yes Amount: No

Form Completed by: Leslie Scatterday Date: 12-05-06