



Internship Opportunities

Address: 1875 N Central Ave, Phoenix 85004

Term: Fall Semester 2010 – Start Sept 3, End Date Dec. 18 (15 weeks)

Compensation: \$1,250 Stipend

Rosie's House is seeking 3 interns for Fall 2010. 2 Site Supervision Interns, and 1 General Intern.

Site Supervision Intern Hours: Tues, Wed, Thurs, Fri 3:00 p.m. – 8:15 p.m. and Saturday 9:15 a.m. – 2:15 p.m. Intern will be assigned two weekdays and work every other Saturday for a total of 15.5 hours a week.

General Intern Hours: Intern will work during office hours as assigned for a total of 15.5 hours a week.

About Rosie's House: A Music Academy for Children Founded in 1996, Rosie's House is a tuition-free music academy for children ages 5 to 18. Our mission is to provide under-served youth of Greater Phoenix with the gift of music, which enhances their daily lives by providing direction, stability and tools for future success. At Rosie's House, we offer group and private lessons in string instruments, piano, brass and woodwind instruments, a variety of ensembles (including chorus), and, in addition, performance opportunities for all.

RESPONSIBILITIES

The intern's projects will include, but are not limited to:

- Managing student check-in procedure
- Assisting in communication with parents and volunteers
- Researching projects including fundraising possibilities
- Data entry and management
- Proofreading marketing/communication materials

The intern will also assist with administrative and general duties.

QUALIFICATIONS

Candidates should possess strong organizational and interpersonal skills and have an interest in gaining valuable and direct experience in the management of a non-profit organization. College students at the junior, senior and graduate levels studying music, music education or non-profit management are preferred. Bi-Lingual in Spanish is desired.

Candidates must submit a resume and cover letter to Becky Bell at executivedirector@rosieshouse.org.

Questions: 602-252-8475



OUR MISSION

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