



## Music Forward Foundation Operations Intern

### About Us

Music Forward Foundation is a national nonprofit organization inside the House of Blues and Live Nation family that transforms young lives, inspires careers, and champions a more inclusive music industry. Music Forward provides artist development and music industry career programs for youth in underserved communities and sets the stage for success by providing workshops, panels, showcases, internships, and scholarships to inspire the next generation of diverse industry leaders, artists, and innovators.

### Our Internship Offer

You will work closely with the Director of Operations on 2-3 projects that are designed to provide insight into non-profit operations, and develop project management, collaboration and presentation skills. As part of the operations team, projects span financial management, Salesforce/CRM development, human resources, and risk management. This is an excellent opportunity to gain hands-on experience in a national organization. The spring 2021 internship is virtual.

### Responsibilities

- Assist development of Music Forward's Constituent Relationship Management System on Salesforce. Learn how to navigate and update data, create online forms and customized reports, and automate features. Update standard operating procedures.
- Research and support development of accounting procedures and forms related to in-kind donations.
- Analyze data, assist in the development of dashboards, and present findings.
- Research designated key topics related to the music industry and nonprofit sector. Present key findings to relevant staff and organize info on Knowledge Management System.
- Support cross-department projects as assigned.
- Participate in staff and department calls.

### About you

- As the internship is virtual, you have access to a computer and the internet
- Currently enrolled at a college/university
- Have a curious mind and strong work ethic
- Enjoys organizing information and data, with attention to detail
- Works well independently and as a team member
- Interested in non-profit organizations and giving back to the community
- Familiar with Microsoft Office and Outlook

### Start Date

This is a part-time virtual internship (12-20 hours per week). Exact dates are dependent on school calendars, the needs of Music Forward and the intern. Candidates must be available between 9am-6pm, Monday-Friday.

**Academic Credit**

This is an unpaid internship position for academic credit. Intern coordinates with their educational institution for academic credit; you will have a designated supervisor who can complete an evaluation and documentation to satisfy academic credit requirements.

**To apply**

Submit a resume and cover letter via <https://musicforwardfoundation.submittable.com/submit>.

*Music Forward is an Equal Opportunity Employer. We do not discriminate in recruitment, hiring, training, promotion or any of employment practices for reasons of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*