



## Education Programs 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 Educational Partnerships Manager with ongoing responsibilities and 1-2 long-term projects tailored to your interests, abilities, learning objectives, and length of the internship. These projects are designed to give you insights into non-profit operations, as well as build project management, collaboration, and communication skills. Working with the education team, you will have front row opportunities to help future leaders of the music industry gain access to the essential skills and tools it takes to be successful. Overall, you will gain a deeper understanding of working in a professional environment and have ample opportunity to grow as a young professional. The internship is virtual for interns outside of Los Angeles county. Los Angeles county-based interns are expected to work in the office on Thursdays and attend in-person events as scheduled in advance.

### **Responsibilities**

- Assist with the planning and delivery of digital programs
- Assist with program tracking and evaluation
- Support strategy outreach methods for program participant recruitment for all digital programming
- Support efforts related to the promotion and recruitment of applicants for the Music Forward Scholarship Program
- Attend related staff and department meetings

### **About you**

- You have reliable access to a computer and the internet
- Currently enrolled at a college/university
- Demonstrated interest in youth services, industry relations, music business, community engagement, program development, and/or non-profit management
- Effective, thorough, and concise communication skills
- Focused attention to detail with a strong work ethic
- Able to multi-task and work in a fast-paced environment
- Work well independently and collaborate as a team member
- Proficient in Word, Excel, and PowerPoint
- Strong research, quantitative, and analytical skills
- Knowledge of the non-profit sector and related programming

### **Personal Attributes Needed for Success:**

- Goal Oriented
- Passionate
- Effective Communicator

- Attention to Detail
- Self-Motivated
- Flexible
- Driven

**Start Date**

Internship hours and start dates vary depending on the semester. Please review the application for applicable information.

**Compensation**

This is a part-time, non-exempt, temporary position with a wage of \$16.05 per hour. The position will involve a maximum of 24 hours per week. The internship will not exceed 240 hours.

*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.*