



Music Forward Foundation

Artist Development Associate Manager -- Job Description

About Us

Music Forward transforms young lives, inspires careers, and champions a more inclusive music industry. Music Forward bridges our communities to the music industry, empowers ambition, and creates momentum to redefine what is possible for the youth and industry we serve. **Music Forward invites everyone to play a part in moving culture forward; join the movement by following [@MusicForward](#), and learn more at www.musicforwardfoundation.org.**

The Job

The Artist Development Associate Manager drives implementation and administration of Music Forward's emerging artists programming, guiding aspiring artists to discover Music Forward and navigate programs and performance opportunities which range from open mics, coaching sessions, and Spotlight performances to unique partnership projects, brand engagement experiences, and paid performances.

The Associate Manager drives program timelines and logistics for facilitators, sessions, and experts, and communication processes for participants and partners. The Associate Manager also oversees program related contact databases and collateral.

The Associate Manager reports to the Artist Development Manager and is based in Los Angeles, California.

The details:

- **Participate in the planning, delivery, and outcomes of programs** by providing input into program planning strategies, ensuring clear communication between stakeholders, tracking timelines and deliverables, and supporting artists, industry guests, and speaker engagement needs. Coordinate with manager and facilitators to ensure the overall successful delivery of programming in live and virtual settings.
- **Create and refine standard operating procedures**, incorporating feedback and key learnings to improve efficiency and effectiveness of programs.
- **Lead participant communications** for ongoing and one-off artist development program activations, especially around registration, scheduling, logistics, and follow-up. This includes building forms, tracking registrations and applications for performance opportunities and mentorships, sending communications to partners in education and industry, and ensuring survey collection. Monitor communication response and incorporate best practices into communication language and distribution.
- **Manage program production** for in-person and virtual events. Duties include, but are not limited to identifying and booking venue, ordering catering, providing timely direction for program material creation and shipments, confirming AV and production needs, providing parking and directions, welcoming participants, volunteers, and partners, presenting safety rules and procedures, and providing virtual production support (i.e.-distributing links, monitoring chat, bringing on speakers, managing breakout rooms).
- **Provide leadership for the collection and compilation of program data** for analysis and reports. Update organization files, ensuring program historical assets are accessible and organized.
- **Coordinate artist and alumni engagement opportunities.** Ensure systems and processes are followed for Music Forward's alumni that identify levels of proficiency and associated next step opportunities including, but not limited to; mentorship and gig opportunities

- Participate in required staff calls and meetings and additional duties as assigned.

What you bring:

- 2-4 years of project or program management experience with a proven capacity to work individually and cooperatively as part of a team
- Strong organizational skills and the ability to manage multiple tasks while maintaining attention to detail under prescribed deadlines
- Strong interpersonal, written and verbal communication skills
- Has a growth mindset, open to training, feedback, as well as a self-driven learner
- High level of comfort working across a diverse staff and constituent base, and conscientious of reaching out with an inclusive voice
- Proficiency in Microsoft Office Suite
- Familiarity with a CRM database, Salesforce preferred
- A personal cell phone and car or regular access to reliable transportation, and a willingness to travel in the community for site visits and events. Mileage is reimbursed per federal rates for work related travel (not regular commuting). A valid driver's license and proof of car insurance required for business driving.
- Flexibility to work and travel for some early morning, evenings and/or weekends for programs and special events on occasion

This is a full-time, non-exempt position with a salary of \$55k-\$60k, depending on experience. Excellent benefits include 100% paid medical, dental, vision, life and disability insurances. Generous paid holidays (12) and paid sick leave (10 days), access to discounts and tickets to live entertainment events. 401k match. Individual professional development budget

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.

To apply:

Email your resume and cover letter to jobs@musicforwardfoundation.org. Subject "Artist Development Associate Manager – YOUR NAME"