



## Artist Development 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 managers and coordinators, owning 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 and music industry operations, as well as build project management, collaboration, and communication skills. Working with the Programs 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. Los Angeles county-based interns are expected to work in the office on Tuesdays or Thursdays and attend in-person events as scheduled in advance.

### Responsibilities

- Assist with the planning and delivery of artist development virtual and in-person programs
- Assist with program tracking, including survey collection and statistics
- Support talent scouting and evaluating artists for various performance opportunities
- Support booking and confirmation process of artists and industry volunteers for all programming
- Attend related staff and department meetings
- Participate in strategy planning to identify additional opportunities for Music Forward artists

### About you

- You have reliable access to a computer and the internet (equipment can be provided if needed)
- Currently enrolled at a LA County college/university or LA County Resident
- 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

### 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.

### **Compensation**

This is a part-time, non-exempt, temporary position with a wage of \$17.28 per hour. The position will involve approx. 30 hours per week and will be 400 hours total.

*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.*