



Internship Description

You will gain real hands-on business experience and make contacts that will prepare you for a career in the music industry. As an intern, you will gain valuable knowledge in the areas of marketing, management, promotions, publishing, event planning, and much more. For more information on our artists, please visit www.aaronwatson.com, www.bartcrowband.com or www.emoryquinn.com.

If interested, please email Mallory Schrade at the address below, with a cover letter and résumé attached. You will be contacted to setup an interview.

Job requirements:

Seeking enthusiastic interns who are self-motivated, have a great attitude, are hardworking, and eager to learn.
Excellent verbal, written, organizational and interpersonal skills are a must.
Preferably a business major, with focus on management or marketing fields – however other majors will certainly be considered.
Basic computer knowledge of Word, Excel, Outlook, and online applications such as MySpace and Facebook necessary – knowledge of Photoshop is a plus.
Must love music!

Period of Employment: Spring, Summer, or Fall Semester. Will provide you with the hours necessary to receive school credit (typically 15 per week), days are flexible but typically students work T/W/Th or M/W/F.

Compensation: Unpaid

Job Tasks:

Will help staff with and observe all aspects of artist day-to-day management, including but not limited to:

Running online contests, implementing Internet and grassroots marketing plans, updating news and tour dates on our artist and affiliated sites, assisting with e-mail campaigns, and researching for various projects

Maintaining artist show files and contracts, coordinating with booking agency, creating and sending promotional materials, and returning contracts to purchasers

General office support such as answering phones, filing and mailing, data entry, and basic errands

Attending various shows, gaining an understanding of show planning, promotion, and operation

Contact Information:

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