



House of Blues Music Forward Foundation Programs Intern

About Us

Music Forward is a national, independent nonprofit organization dedicated to accelerating real-life skills for youth using music as the bridge to success. Focusing on young people ages 12-22 in underserved communities, we set the stage for success by providing workshops and showcases to kick-start musical careers; fulfill musical dreams by equipping dedicated young musicians with instruments; and inspire the next generation of music industry leaders with hands-on career exploration. Music Forward is the evolution of the International House of Blues Foundation, which began in 1993.

Learn more at www.hobmusicforward.org.

Music Forward is seeking a dynamic, self-starter who is passionate about music and making a difference! Gain insight into programs strategy, as well as develop project management, collaboration and presentation skills, through hands-on experience across a variety of projects. Interns work closely with Program staff, receive training, and attend staff and department meetings.

Sample responsibilities:

- Research program recruitment methods
- Attend community outreach meetings and calls
- Support design of program materials
- Research and support vendor negotiations
- Attend related staff and department meetings

Qualifications:

- Currently enrolled at a college/university
- Demonstrated interests in music education, music business, marketing, and/or non-profit organizations
- Effective, thorough, and concise communication skills
- Focused attention to detail with a strong work ethic
- Ability to multi-task and work in a fast-paced environment
- Must work well independently and as a team member
- Must be proficient in Word, Excel, and PowerPoint

Preferred Qualifications:

- Strong research, quantitative, and analytical skills
- Knowledge of the non-profit sector and related programming

Applications will be reviewed on a rolling basis until position filled (postings will be removed if positions are filled). Internship begins the week of June 5, 2017. Exact dates to be set depending on school calendar and dates agreed upon between Music Forward and intern. Internship to run June – August 2017. Candidates must be available for 15-20 hours/week in our office between 8am-5pm Monday-Friday.

Location: 7083 Hollywood Blvd, Suite 300, Hollywood, CA 90028

Compensation: This is an unpaid internship position. We support academic credit requirements. Great opportunity to get hands-on experience, as well as receive training through a series of workshops to develop project management, communication, budgeting and other skills. Organized, as well as informal, opportunities to meet and network with staff and other interns.

To apply: Please send a cover letter and resume to jobs@hobmusicforward.org. Subject: "Programs Intern - *Your Name*". In your cover letter, please specify what you want to achieve in this internship, in addition to your qualifications.