



# House of Blues Music Forward Foundation

## Programs Intern

### About Us

Music Forward is a national, independent non-profit organization dedicated to accelerating career skills for young people 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 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](http://www.hobmusicforward.org).

### The Internship

**Music Forward** is seeking a dynamic, self-starter who is passionate about music, and, making a difference. Interns will work closely with the National Program Manager and Program Coordinator with ongoing responsibilities and 1-2 long-term projects tailored to the interns' interests, abilities, learning objectives and timing of internship. Our internships are designed so interns can receive insight into programs strategy, as well as develop project management, collaboration and presentation skills. This is an excellent opportunity to gain hands-on experience in a national, non-profit organization. Stipends are provided based on financial need.

### **Responsibilities:**

- Support research of program related activities
- Assist in program resource design
- Provide general program support
- Support research of outreach methods for program recruitment
- Support community outreach during program recruitment periods
- Assist in online listings in media calendars during program recruitment
- Assist in program collateral and form development
- Research best practices
- Attend related staff and department meetings

### **Qualifications:**

- Currently enrolled at a college/university (rising junior or above)
- Has 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

Internship begins the week of September 18, 2017. Exact dates to be set depending on school calendar and dates agreed upon between Music Forward and intern. Internship to run September – December 2017 with opportunity to extend should all parties agree. Candidates must be available for 12-16 hours/ week in our office between 9am-5pm, Monday-Friday.

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

**Compensation:** This is an unpaid internship position. A stipend will be provided based on financial need. This is a 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.

**TO APPLY:** Please send a cover letter and resume to [internships@hobmusicforward.org](mailto:internships@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. Stipends are available based on financial need; to be eligible for the stipend, please attach a letter from your financial aid office with the name of your grant or other financial assistance program. Applications reviewed on a rolling basis; positions open until filled.