



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 <https://hobmusicforward.org/>.

Who We Are Looking For:

House of Blues Music Forward Foundation is seeking a spirited self-starter who is interested in combining their passion for music with their desire to make a difference. Interns will work closely with the National Program Manager and Program Coordinators with ongoing responsibilities and 1-2 long-term projects tailored to the intern's interests, abilities, learning objectives, and length of the internship.

Our Internship Offer:

As a Programs Intern with House of Blues Music Forward Foundation, you will have the opportunity to experience how a non-profit operates. This internship offers you the opportunity to work with a dedicated and diverse staff to provide future leaders of the music industry access to the essential skills and tools it takes to be successful. Working in our office headquarters located in the heart of Hollywood, you will have access to industry and non-profit networking events. This access will allow you to grow your network and explore a myriad of opportunities. Music Forward's internship program also provides opportunity for ongoing professional development. As an intern, you will participate in workshops and training that allow you to develop your skills in presentation, professional communication, financing, and budgeting, along with honing your resume and LinkedIn profile. Overall, you will gain a deeper understanding of working in a professional environment and have ample opportunity to grow as a young professional. This is a great opportunity to get valuable hands-on experience.

Responsibilities:

- Provide input to the Program Management Team on innovative ways to design program resources
- Assist with the planning and delivery of local programs
- Strategize outreach methods for program recruitment
- Support community outreach efforts in order to recruit program participants and volunteers
- Research, share and present best practices related to programming and stakeholder engagement.
- Attend related staff and department meetings
- Provide general program support

Preferred Qualifications:

- Currently enrolled at a college/university (rising junior or above)
- Has demonstrated interest in youth services, Industry relations, music business, community engagement, marketing, and/or non-profit management
- 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 collaborate as a team member
- Must be proficient in Word, Excel, and PowerPoint
- Strong research, quantitative, and analytical skills
- Knowledge of the non-profit sector and related programming

Personal Attributes Needed for Success:

- Goal Oriented
- Passionate
- Effective Communicator
- Attention to Detail
- Self-Motivated
- Flexible
- Driven

Start Date:

The internship begins the week of **January 8, 2018** and concludes the first week of **April 20, 2018**. There are opportunities to extend internships beyond one semester, should all parties agree. Exact dates and intern schedules are dependent on school calendars and the needs of Music Forward and the intern. Candidates must be available for 12-16 hours/week between 9am-5pm, Monday-Friday.

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

Compensation:

This is an unpaid internship position; however, a stipend may be provided based on financial need. You must submit an official award letter from your financial aid provider to be considered for the stipend.

TO APPLY:

Please email a cover letter and resume to internships@hobmusicforward.org with "Programs Intern - Your Name" as the subject line. 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 qualify for the stipend, please attach a letter from your financial aid office with the name of your grant or other financial assistance program. Applications are reviewed on a rolling basis and positions will remain open until filled.