



House of Blues Music Forward Foundation

Organizational Operations Intern

About Us

Music Forward transforms lives, inspires careers, and champions a more inclusive music industry. Focusing on young people ages 12-22 in under-represented communities, Music Forward sets the stage for success by providing workshops and showcases to inspire the next generation of music industry leaders and innovators. Learn more at www.hobmusicforward.org.

The Internship

Music Forward is seeking a highly organized self-starter with aspirations to make a difference and develop a career in the non-profit sector. Intern will work closely with the Director of Operations and the Office Administrator on 2-3 projects, along with learning and supporting ongoing accounting and human resource related duties. Our internships are designed so interns can receive insight into non-profit operations, and develop project management, collaboration and presentation skills. This is an excellent opportunity to gain hands-on experience in a national organization.

Responsibilities:

- Assist development of Music Forward's Constituent Relationship Management System on Salesforce. Learn how to navigate and update data, create online forms and customized reports, and automate features.
- Research and support development of accounting procedures and forms related to in-kind donations.
- Research and propose transportation options for young people to access our programs.
- Research designated key topics related to the music industry and nonprofit sector. Present key findings to relevant staff and organize info on Knowledge Management System.
- Support cross-department projects as assigned.
- Participate in staff and department calls.

Qualifications:

- Currently enrolled at a college/university
- Has demonstrated interests in non-profit organizations and giving back to the community
- Excellent organizational skills
- Excellent 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
- Intermediate proficiency or higher in Microsoft Office and Outlook

Start Date:

This is a part-time internship (16-24 hours per week) between September 9 – December 9, 2019. Office hours are between 9am-6pm, Monday-Friday. Dates and hours scheduled to be determined with supervisor.

Location:

The internship will be based out of Music Forward's home office located at 1800 N. Highland Avenue, Floor 3, Los Angeles, CA 90028.

Compensation:

This is an unpaid internship position for academic credit. Interns are responsible for coordinating with their educational institution for academic credit. Music Forward offers a limited number of financial-need based stipends. Review stipend eligibility and process at <https://hobmusicforward.org/careers/>

To Apply:

Send a cover letter and resume to internships@hobmusicforward.org with subject: "Organizational Operations Intern - *Your Name*".

Applications reviewed on a rolling basis; positions open until filled.

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.