House of Blues Music Forward Foundation
Industry and Artist Relations Manager -- Job Description

About Us
Music Forward is a national, independent non-profit organization that transforms young lives, inspires careers, and champions a more inclusive music industry. 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. Music Forward is the evolution of the International House of Blues Foundation, which began in 1993. Learn more at www.hobmusicforward.org.

The Job
The Industry and Artist Relations Manager drives development and execution of Music Forward’s emerging artist programming, guiding aspiring artists as they navigate programs and performance opportunities from open mics, Spotlight performance and coaching sessions, a selective intensive program, to alumni and third-party stages. The Manager identifies, recruits and retains a diverse and inclusive national industry expert volunteer network for panels, workshops, and mentorships, and collaborates to bring that network to relevant Music Forward programs. Ensuring equity, the Manager drives an artist grants process, and works with local staff and experts to help artists bring their craft to the next level.

The Manager is project lead for the Bringing Down the House intensive, a week-long series of programs for artists selected across the country to take place in Los Angeles and that culminates in a live concert. As project lead, the Manager drives development of program materials, workshop content, and recruits experts, in collaboration with the executive team.

The Manager supports securing and management of local performance spaces for programs and alumni and provides on the ground support for key alumni opportunities. This position is based in Los Angeles and reports to the Director of Programs.

The Details
- **Manage industry relations**: The Manager develops strategies intended to support ongoing programming and alumni artist opportunities. This includes identification, recruitment, training, and stewardship of diverse music industry professionals to participate in year-round panels, workshops, and special events as identified by the executive team. Serve as programmatic liaison for organizational partnerships when appropriate.
- **Develop content and itinerary for Bringing Down the House Intensive**: Under the direction of the Director of Programs, collaborate with the assessment program manager to ensure outcomes driven program content for selected emerging artists during a week-long intensive. Serve as lead for the overall selection, planning and implementation of the annual intensive in Los Angeles.
- **Lead processes for artist development**: Identify mentorship and performance opportunities that supports the individual growth of emerging artists with varying levels of knowledge and skills in performance and music business acumen. This includes management of the processes and awarding of micro grants that support artist development with a keen eye to ensuring the growth of a diverse group of artists, representing a variety of musical genres.
- **Manage artist and alumni engagement opportunities**: Develop and implement systems and processes for Music Forward’s alumni that identify levels of proficiency and associated next step opportunities including,
but not limited to; mentorship, exposure, and gig opportunities. Provide input and content for related promotional and engagement strategies.

- **Maintain program statistics**: related to artist development activities and industry expert tracking, including data entry and external reporting.
- **Participate in other program activities**: work in concert with Director of Programs, Director of Marketing and Partnerships and Program Managers to prepare materials and agenda for meetings and trips with partners, industry leaders and Live Nation staff; support evaluation and facilitation of third-party activations; provide general administrative support for other outreach and special events.
- **Be an active member of our team**: take initiative in support of our organizational strategies by brainstorming, researching and proposing strategic individual and corporate targets; participate in required staff calls and meetings; support additional duties as assigned.
- **Travel as needed**, to develop industry expert networks, and support key alumni engagement opportunities.

**What you bring**

- 5+ years of experience working in the music industry
- Knowledge of the music industry required
- Artist development experience
- Project management experience that includes working with skilled volunteers from a variety of professional backgrounds
- Excellent verbal and written communication; very responsive and clear in communications across diverse populations
- Strong interpersonal and collaboration skills
- Strong organizational and project planning skills and the ability to manage multiple tasks while maintaining attention to detail
- Sound judgment, professionalism and a positive “can-do” attitude
- Ability to work independently and complete job requirements without direct supervision
- Proficiency in Microsoft Office
- Familiarity with a CRM database, Salesforce preferred
- A personal cell phone and car or regular access to reliable transportation, and a willingness to travel in the community for site visits and events. Mileage is reimbursed per federal rates for work related travel (not regular commuting). A valid driver’s license and proof of car insurance required for business driving.
- Flexibility to work and travel for some early morning, evenings and/or weekends for programs and special events as needed

This is a full-time exempt position. Excellent full-time employment benefits include 100% employer paid medical, dental, vision, life and disability insurance plans, 401k matching program, paid parking, tickets to live entertainment events, and access to discount perk and pre-tax accounts (health, dependent care, transportation).

**To apply**
Submit a cover letter, resume, and three professional references to jobs@hobmusicforward.org. Email subject should be “IARM application – [insert applicant first and last name].”

*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.*