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.

Our Internship Offer
Music Forward is seeking a dynamic, self-starter who is passionate about music and making a difference. Interns will work closely with the Marketing Manager & Digital Marketing 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 brand marketing 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.

Responsibilities
• Posting on all social media handles: Facebook, Instagram, Twitter, LinkedIn, Youtube and more
• Preparing content calendar, copy and tags
• Community engagement and influencer outreach
• Assist in managing content and content sourcing
• Attend department and staff meetings, assisting with daily communications operations and other general and administrative duties as assigned
• Assist Digital Marketing Coordinator in day-to-day activities of the marketing department

Qualifications
• Currently enrolled at a college/university
• Has demonstrated interests in music education, music business, marketing, and/or non-profit organizations
• Excellent copywriting skills
• Excellent communication skills
• Strong understanding and enjoyment of social media
• 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 Microsoft Office and Outlook
• Must have experience using Adobe Creative Suite applications

Preferred Qualifications
• Solid understanding of digital marketing
• Knowledge of the non-profit sector and related programming

**Start Date**
This is a part-time internship (16-24 hours per week). The internship is between June 3-August 10 (students on semester system) or June 17-August 24 (students on quarter system). Exact dates are dependent on school calendars, the needs of Music Forward, and the intern. Candidates must be available between 9am-6pm, Monday-Friday. Flexible schedules are available, but it is recommended that all interns are in the office on Wednesdays for the all staff meeting.

**Location**
The internship will be based out of Music Forward’s home office located at 7060 Hollywood Blvd, Floor 7, 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/](https://hobmusicforward.org/careers/)

*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.*