House of Blues Music Forward Foundation
Program 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.

Who We Are Looking For
Music Forward 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 Program Managers 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 Program Intern, you will have the opportunity to experience how a non-profit operates. You will 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. 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. This internship will require some pre-determined Saturday and evening hours.

Responsibilities
• Assist with the planning and delivery of local programs
• Strategize outreach methods for program recruitment, focusing on All Access Fest 2020
• Support community outreach efforts in order to recruit program participants and volunteers.
• Attend related staff and department meetings
• Assist Los Angeles Program Manager in identifying and executing opportunity for Music Forward alumni artists across all locations
• Provide general program support

Preferred Qualifications
• Currently enrolled at a college/university
• Has demonstrated interest in youth services, Industry relations, music business, community engagement, program development, 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**
This is a full-time internship (40 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.

**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 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.*