



Developing Entertainment Industry Leaders of Tomorrow
Workshops ■ Internships ■ Scholarships ■ Networking Events
www.jrmusicexec.com

Contact: Aisha Winfield
215-828-4478 cell / text
jrmusicexec@gmail.com

INTERNSHIP ANNOUNCEMENT

APPLICATION DEADLINE: FRIDAY, JANUARY 20, 2012

Jr. Music Executive is pleased to announce fifteen internship positions available for Spring 2012. The Jr. Music Executive Internship Program includes training sessions, intern meetings, hands-on work experience at partnering internship locations, and numerous networking opportunities. Applications are available online at www.jrmusicexec.com and will be distributed at information sessions being held at 2233 N. Broad Street in Philadelphia on Wed, December 28, 2011 at 12pm and on Wed, January 18, 2012 at 4pm.

This competitive internship program seeks highly motivated high school students, college students, and recent graduates with an interest in one or more of the following entertainment industry related fields:

- Being an Artist / Musician
- Event Planning
- Marketing
- Journalism
- Music Education
- Audio Production
- Merchandising
- Television and Film
- Graphic Design

Our interns have access to some of the most prestigious entertainment locations in the region, including the Kimmel Center, Sigma Sound Studio, and the Philadelphia Chapter of the Recording Academy. Partnering internship locations include working with recording artists, managers, recording studios, non-profit organizations, performance venues, and online publications. **Interns are required to attend two mandatory training sessions and weekly intern meetings (see attached schedule for dates).** A minimum 6-hour per week (maximum 20-hour per week) commitment is required for the duration of the program.

QUALIFICATIONS:

- Strong interest in pursuing a career in the music/media/entertainment field.
- High school student, college student or recent graduate of an accredited college or university.
- Minimum 3.0 G.P.A. (unless discussed and approved by program director)
- Courteous, outgoing and able to display confidence and professionalism via the telephone;
- Ability to prioritize and manage multiple tasks in a fast paced environment;
- Excellent oral and written communications skills;
- Ability to perform diverse and complex tasks with accuracy and attention to detail;
- Ability to exercise independent judgment;
- Excellent research skills;
- Ability to establish and maintain effective working relationships;
- Intermediate proficiency in Microsoft Office products (especially Excel)
- Experience with HTML, WordPress, and social networking sites a plus

Jr. Music Executive is a 501(c)(3) nonprofit organization created to inspire high school and college students in urban environments to pursue higher education, set goals, and reach their full potential by exposing them to careers in the music business.

Contact Us... By Phone: 215-828-4478 | On Twitter: [@jrmusicexec](https://twitter.com/jrmusicexec) | Online: www.jrmusicexec.com

Students that can receive college credit will be given first preference. A form from your school verifying that you will be receiving credit for your Internship for the semester is required for some internship locations.

To apply, please send a completed application, resume, cover letter, and contact information for 3 references.

Applications must be received by Friday, January 20, 2012 at 5:00pm and can be sent to:

Address: Jr. Music Executive
Internship Application
2233 N. Broad Street
Philadelphia, PA 19132

Fax: 267-639-5553

E-mail: jrmusicexec@gmail.com

ABOUT JR. MUSIC EXECUTIVE

Located in Philadelphia, PA, Jr. Music Executive (<http://www.jrmusicexec.com>) works together with the music community to provide interns with a holistic view of the music business, assist them with determining their strengths, inform them of career opportunities, and prepare them with the skills and confidence to secure employment. Since our formation in 2004 we have provided many students with a competitive edge to acquire additional music industry experience and eventually employment.



JR. MUSIC EXECUTIVE
Developing Entertainment Industry Leaders of Tomorrow
Workshops ▪ Internships ▪ Scholarships ▪ Networking Events
www.jrmusicexec.com

Spring 2012 Internship Schedule

Updated 12/15/11

Day	Date	Event
Wed	December 21	Internship Announcement
Wed	December 28	Internship Information Session (12:00pm – 12:30pm)
Wed	January 18	Internship Information Session (4pm – 5pm)
Fri	January 20	Application Deadline (5pm)
Sat	January 21	Applications Reviewed & Interviews Scheduled
Mon	January 23	Interviews Begin
Wed	January 25	Last Day of Interviews
Fri	January 27	Interns Selected
Mon	January 30	All Applicants Notified
Wed	February 1	Internship Training Session (4pm – 6pm)
Mon	February 6	Internship at Partner Locations Begin
Wed	February 8	Internship Training Session (4pm – 6pm)
Wed	February 15	Jr. Music Executive Intern Meeting (4pm – 6pm)
Wed	February 22	Jr. Music Executive Intern Meeting (4pm – 6pm)
Wed	February 29	Jr. Music Executive Intern Meeting (4pm – 6pm)
Wed	March 7	Jr. Music Executive Intern Meeting (4pm – 6pm)
Mon	March 12	Internship Program Mid-Evaluation Issued
Wed	March 14	Jr. Music Executive Intern Meeting (4pm – 6pm)
Wed	March 21	Jr. Music Executive Intern Meeting (4pm – 6pm)
Wed	March 28	Jr. Music Executive Intern Meeting (4pm – 6pm)
Wed	April 11	Jr. Music Executive Last Intern Meeting (4pm – 6pm)
Fri	April 20	Jr. Music Executive Networking Event

Jr. Music Executive is a 501(c)(3) nonprofit organization created to inspire high school and college students in urban environments to pursue higher education, set goals, and reach their full potential by exposing them to careers in the music business.

Contact Us... By Phone: 215-828-4478 | On Twitter: @jrmusicexec | Online: www.jrmusicexec.com