

JR. MUSIC EXECUTIVE INTERNSHIP APPLICATION



Developing Entertainment Industry Leaders of Tomorrow

Workshops ▪ Internships ▪ Scholarships ▪ Networking Events

www.jrmusicexec.com

MISSION STATEMENT

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. We provide workshops, internships, scholarships, and networking opportunities.

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INTERNSHIP APPLICATION

Our History

Jr. Music Executive was formed in May 2004 to help students learn about the business side of the music industry and obtain jobs. The launch event was a "Music Is My Business" workshop held in Philadelphia on October 26, 2004 with over 50 students. In October 2005 an 8-week internship program was launched to teach students more about the business. The organization has mentored over 60 students and provided information to over 1,000 students. We currently offer workshops, internships, networking events, and scholarships.

Internship Program

The internship program is for students currently enrolled in college and recent graduates. This extremely competitive 10-week internship program is for highly motivated and focused students. Interns are assigned to a partnering location or project to gain hands on experience. Applicants must have a strong interest in entertainment as a career and have demonstrated leadership qualities. Our partnering locations and projects provide students with access to decision-making industry executives. Only 15 interns will be accepted.

Candidate Requirements:

- 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

Volunteer Staff

In addition to our internship program, volunteer staff positions are available for mature high school students, college students, and recent graduates. A flexible weekly commitment of at least 8-hours is required and students can receive college credits. The length of each position is based on availability.

The staff works on various projects such as the Biz EXCLUSIVES, CD Compilations, and Youth Media & Music Conference Planning. Administrative, education, retail sales, and community relations positions also available.

Projects

Paid projects are often available in the areas of promotions, web design and graphic design. Visit our website or contact us about available positions.



INTERNSHIP APPLICATION

Date: _____

Select what you are applying for:

- Internship Program Volunteer Staff Event Volunteer Project

Please type or print your answers legibly:

Name

Address

City, State and Zip Code

Home Phone # Cell Phone #

E-mail Address (required)

Date of Birth Age

School

Year in College or Grade in High School Major or Favorite Subject

Emergency Contact Name Emergency Contact Phone #

1) Are you interested in being an artist or musician? If yes, what genre of music or what instrument?

2) What areas of the music industry interest you? (Check all that apply and circle the area that interests you most)

3) Have you ever been to a Radio Station? Recording Studio? Record Store? Record Label?

4) Where did you hear about this program? School Work Community Center From A Friend Radio Station Other

5) Do you have a page on the following sites? If yes, please provide the url to your page. Tumblr Facebook Youtube Twitter

6) What music industry artist or executive do you look up to?

7) Have you attended a JME event? 8) Have you ever volunteered for JME?



Date: _____

FOR INTERNSHIP PROGRAM APPLICANTS ONLY

GET TO KNOW YOU QUESTIONS Answer the following questions on a separate page. *Limit of 500 words*

- 1) What do you hope to gain, personally and professionally, by participating in the Jr. Music Executive Internship Program?
- 2) Why should you be selected for this internship program?
- 3) Where do you see yourself in 20 years?
- 4) What motivates you?

What days and hours are you available?

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Signature

My signature certifies that to the best of my knowledge all statements made in this application are true and that I understand that I am applying for an UNPAID position with Jr. Music Executive.

Applicant's Signature

Date

INTERNSHIP PROGRAM APPLICATION CHECKLIST

Applications will be reviewed as they are received. You may be contact to schedule an interview after your application has been processed. Applications can be submitted by mail, fax, or e-mail to:

<p><u>Address:</u> Jr. Music Executive Internship Application 2233 N. Broad Street Philadelphia, PA 19132</p>	<p><u>Fax:</u> 267-639-5553</p> <p><u>E-mail:</u> jrmusicexec@gmail.com</p>
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Only completed application packets will be accepted.

- Completed application form
- Response to questions
- Cover Letter
- Resume (including all music industry experience)
- Contact information for 3 references (no family/personal references)