

Spring Participant Relations Intern (paid position) Indianapolis, IN

COMPANY PROFILE

Music for All, Inc. is one of the nation's leading organizations in support of active music making. Founded in 1975, Music for All's mission is to create, provide, and expand positively life-changing experiences through music for all. Our vision is to be a catalyst to ensure that every child across America has access and opportunity to participate in active music making in his or her scholastic environment.

Music for All's internationally acclaimed repertoire of events includes more than 25 annual programs across the nation. Among these events are the Bands of America Grand National and Regional Marching Band Championships, Music for All National Festival for concert bands, orchestras, choirs, chamber ensembles and percussion ensembles, Music for All Summer Symposium, leadership workshops and affiliate concert and marching band programs. Music for All also presents national honor ensembles for students: the Honor Band of America, Honor Orchestra of America, Jazz Band of America and the national Bands of America Honor Band which has performed in four Tournament of Roses® Parades.

Music for All has served more than 1.75 million music students through its Bands of America and Orchestra America programs. It serves more than 450,000 music students, their families, and music teachers each year. Millions worldwide access Music for All through award-winning national newsletters, our web site (www.musicforall.org), video productions, social networking and other print and electronic materials.

POSITION DESCRIPTION

Music for All is seeking qualified candidates for our **Fall Participant Relations Intern** beginning **January** through **May**. The Participant Relations Intern works under the direction of the Participant Relations Senior Coordinator and is an important part of the Music for All team. Primary duties include but are not limited to:

- Assisting the Participant Relations Team in the planning of all events
- Heavy communication (phone and email) with music educators and participants regarding event details
- Create, organize, and maintain participant paperwork and files
- Manage multiple projects simultaneously and independently
- Maintain relationships with participants
- Travel to an event site to assist with on-site event production duties and responsibilities

A substantial portion of Music for All's operations include the planning and execution of special events. Each Music for All employee and intern will have on-site event production duties and responsibilities. Travel and weekend hours will be required March 28-April 3. Individual event related travel expenses, including transportation, housing, and meals will be covered by Music for All.

POSITION REQUIREMENTS

Music for All is seeking an enthusiastic, team-oriented individual with the skills listed below. Music for All's Participant Relations Internship focus will vary by season, based on the need of current workflow, and the training and interests of the successful intern applicant:

- Bachelor's degree from an accredited university or college or currently enrolled in a college level degree program
- Strong work ethic and understanding of the organization's mission, vision, and core values
- Excellent interpersonal skills and ability to communicate with individuals in and out of the organization
- Customer service-oriented attitude
- Excellent written and oral communication, presentation, and proof-reading skills

- Demonstrated leadership, organizational, and interpersonal skills, as well as strong attention to detail
- Enthusiasm and interest for being involved in a wide variety of related projects
- Experience in Microsoft Office (Word, Excel) required
- Ability to work independently, with little to no guidance
- Travel to event venues will be required

COMPENSATION

This position is paid at an hourly rate. Interns will receive pay on the 15th and last business day of each month. Travel expenses (housing, transportation, meals, etc.), while working an event, are covered by the organization.

INTERNSHIP TIMING

Music for All offers internships year-round. These positions are anticipated to work 30-40 hours a week during their internships. This position will run January through May, 2023. Start and end dates can be modified to fit into the constraints of a current degree program. Please note that this is preferred to be a residential internship, and more consideration will be given to someone that is able to complete an anticipated 30-40 hours in our office located in downtown Indianapolis, IN.

APPLICATION PROCESS

Please submit a cover letter, resume and professional references online ASAP. All correspondence will be conducted through email. Music for All, Inc. is a 501(c)(3) not for profit educational organization and is committed to a diverse workforce.