



2008 Unpaid Internship Position in North Cambridge, MA

in the field of Music Administration with
Sol y Canto, national touring Latin band

www.solycanto.com

& Bilingual Voice-Over Talent Rosi Amador

STARTING: ONGOING
Hours: Flexible, typically 8-20 hrs/week
Pay: Unpaid
Contact: Brian McCarthy, *Executive Assistant to the Director*
Tel: 617.492.1515 Fax: 617.649.0299
E-mail: bmccarthy@musicamador.com

Skills required:

You must be an excellent communicator, self-motivated, independent, organized, detail-oriented, preferably bilingual (Spanish and English) but not required. Must have good phone manner. Experience with Macintosh computers is a plus, especially in word processing (Microsoft Office), database programs (FileMaker Pro), as well as contact manager software. You should have an inquisitive nature.

Job description:

You will work closely with company director and assistant to the director in booking duties, marketing, communications and public relations duties for Sol y Canto and for Rosi Amador as bilingual Spanish-English Voice-Over Talent, for which you will receive training. You will work on a wide variety of projects, such as creating and updating marketing email campaigns, outreach through social networking programs, promotional packets, communicating with arts/cultural programmers and voice-over talent producers to pursue engagements (via phone, the web and email), researching prospective buyers on internet; additional marketing duties, such as preparing flyers, press releases, completing email press mailings and mailings to presenters, fielding phone, fax and mail performance requests, and filling CD mail orders; updating fan email list and media databases; office management tasks- including keeping office materials stocked. The primary language used in our business is English, with occasional incoming calls and emails in Spanish.

What you can expect:

Learn all aspects of booking and management of a professional touring company and professional voice-over talent working in documentaries, audiobooks, medical, high-tech and commercial work. You will learn to pursue, contract and service bookings. Skills you will be practically applying and/or learning include those necessary for: sales, public relations, promotion, booking and marketing. This job puts you in constant contact with the field, from record companies and presenters (organizations who present Latin music, including fine arts centers, universities, folk organizations, festivals, schools and multicultural special event organizers to individuals) to ticket-buyers for concerts, owners of studios, video production companies and more. Work in a comfortable, friendly home office in North Cambridge.

Other Perks:

Plentiful great coffee (or tea) and an informal, fun office atmosphere where humor is encouraged! If you wish, you may attend concerts of artists we represent for free, particularly in exchange for assisting the artists with their merchandise sales.