

Internship Position in North Cambridge, MA
in the field of Music Administration with
MusicAmador, Latin music agency and Sol y Canto, Latin band

STARTING: ONGOING

Hours: Flexible, typically 8-30 hrs/week

Pay: \$0

Contact: Anthony Mastropolo, Assistant to the Director

Tel: 617.492.1515 Fax: 617.649.0299

E-mail: anthony@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 (MS Word, WordPerfect), database programs (FileMaker Pro), as well as contact manager software. An inquisitive nature.

Job description:

You will work closely with company director and assistant to the director in booking duties and public relations duties for MusicAmador to include a wide variety of projects, such as assembling and updating promotional packets, communicating with arts presenters to pursue engagements via phone and email, researching prospects on internet; marketing duties, such as preparing flyers, press releases, completing press mailings and mailings to presenters, fielding phone, fax and mail performance requests, and filling CD mail orders; contacting record labels for promotional materials; updating mailing list and media databases; communicating with various artist's managers; 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 several professional touring companies. 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. 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.