



The WeLaunch Program: A Music Business Internship

Summary

Jeff McClusky & Associates (JMA), one of the nation's leading independent national radio promotion and artist development firms, are celebrating their 40th year in the business. JMA has had the privilege of working with some of the world's most renowned artists, including Billie Eilish, Ed Sheeran, Coldplay, Kings of Leon, Harry Styles, Beyonce, Ariana Grande, H.E.R. and many others.

We at JMA are hiring a Spring / Summer intern with the opportunity to transition into the CEO's Executive Assistant at the end of the internship. We are searching for a highly-motivated, organized, and enthusiastic individual who is interested in multiple areas of the music industry.

Intern Position

The goal of Jeff McClusky & Associates' Spring / Summer WeLaunch Internship Program is to work with the brightest young minds in the music industry and foster a mutually beneficial relationship. As an intern, we ask that you are available to work 3 days a week for at least 20 hours. This position is part-time and unpaid, **but will have the opportunity to convert to a paid, full-time Executive Assistant position at the end of the internship.**

Intern Duties & Tasks

1. Attend round table discussions with leading music industry professionals.
2. Creating files for artists and companies and people.
3. Sending two (2) independent artists a week for program supervisor to listen to, and prepare for discussion on Fridays with analysis on both artists.
4. Participate in processes of communication with radio stations on behalf of major artists in a variety of formats, including Triple A, Alternative, R&B, Rhythmic and Top 40 -- includes email blasts and playMPE servicing.
5. Partake in JMA's 2nd semester of Lollapalooza University, which we will describe in greater detail.
6. Analyze and assess the strength of music from major and independent labels -- based on data from multiple servers and discussion amongst staff -- and provide feedback for artist development.
7. Developing a strong understanding of current music industry trends and structure through key outlets and publications like Music Business Worldwide, Hits Magazine, RAMP, Billboard, and others.

Executive Assistant Position

This position reports directly to the President and CEO, Jeff McClusky. Applicable candidates should be extremely detail oriented, have superb written and verbal communication skills, a willingness to learn and an engaging personality. A strong passion for music and the business behind it, and the ability to work outside of the typical 9-5 hours are requirements for this position.



Executive Assistant Duties & Tasks

1. Email communications with radio programmers, owners, label executives, managers, agents and other industry professionals
2. Booking CEO's travel, which includes booking flights, hotels, rental cars, meetings and preparing him for those meetings.
3. Handling CEO's calendar and scheduling meetings throughout the week.
4. Maintaining and updating all company contacts
5. Maintaining office organization and filing different items, including depositing checks, mailing checks, and other.
6. Being present during meetings and taking notes on the daily tasks
7. Being point person for incoming artist submissions and internship inquiries
8. Creating files for artists, companies and industry professionals for CEO

Requirements

1. Ability to multitask and handle a heavy work-load
2. Expertise with Word, Outlook, PowerPoint, Excel, Google Docs, DropBox
3. Expertise with Social Media platforms (Facebook, Twitter, Instagram, TikTok)
4. Excellent written and verbal communications skills
5. Music fan and industry knowledge is a preferred
6. Must be professional in manner and capable of representing JMA in conduct

It Would Be Music to Our Ears If You:

1. Have prior music and/or entertainment industry experience
2. Have a degree in Marketing, Communications, Graphic Design, Business or Music and Entertainment Business
3. Have a strong passion for music, specifically in radio promotion and artist development
4. Have a desire to face and overcome challenges
5. Are a self-starter / highly self-motivated
6. Are involved in your campus' radio station

Through working with Jeff and the JMA team, you can meet with artists, interact with the radio industry and learn the in's and out's of the music industry. We are looking for excited, hard-working, and open-minded individuals who are interested in learning about a variety of different areas of the business, such as Festivals, Radio Promotion, Artist Development, Public Relations, Sync Licensing, DSP streaming, Music Publishing and much more.

Please send a resume, cover letter and Spotify playlist with 10 of your current favorite releases from indie artists to Jack Karnatz -- jack@jmapromo.com // SUBJECT: JMA Internship - Executive Assistant 2021