



## **Education & Advocacy Internship (paid position) Indianapolis, IN**

### **COMPANY PROFILE**

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 in America has access and opportunity for active music making in their scholastic environment.

Founded in 1975, Music for All is a destination – and sets the standard – for scholastic music ensemble performance and music education advocacy. Music for All provides ensemble experiences, hands-on opportunities for individual student performance training and growth, and teacher professional development.

Music for All is also committed to informing and empowering students, parents, and teachers to be engaged advocates for the arts and music education in their communities and across the nation.

A 501(c)(3) nonprofit educational organization, Music for All's programs include 30+ annual events, serving more than 500,000 attendees each year – more than 1.3 million in our 43 year history. Our programs including the Bands of America Grand National Championships and Regional Championships for marching bands, the Music for All Summer Symposium camp for students and teachers, the Music for All National Festival and Affiliate Regional Music Festivals for concert bands, orchestras, choirs, chamber ensembles, percussion ensembles, and the national honor concert band, jazz band, orchestra, and the Bands of America Honor Band that will march for the fifth time in the Rose Parade® in 2022.

### **POSITION DESCRIPTION**

Music for All is seeking qualified, enthusiastic, and team-oriented candidates for a **Spring 2022 Education & Advocacy Internship**. This position reports to the Director of Education & Advocacy.

Primary responsibilities include but are not limited to:

- Assisting the Education & Advocacy team in executing the department's responsibilities.
- Regularly communicating with and building professional relationships with colleagues and stakeholders.
- Creating, organizing, and maintaining electronic files and efficient digital workflows.
- Independently and collaboratively managing multiple internal and external projects simultaneously.
- Other duties as assigned.

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 may be required, in which case individual travel expenses including transportation, housing, and meals will be covered by Music for All.

### **POSITION REQUIREMENTS**

- Currently enrolled (third year or higher preferred) or recently graduated from a college-level degree program, preferably in Music Education, Music Business, Communications, Marketing, or Public Relations.
- Excellent and timely delivery of written and verbal communication.
- Strong skillsets in problem solving, foreseeability, attention to detail, organization, and leadership.
- Technological proficiency and abilities with a variety of platforms including Office 365 and Google Workspace.
- Integral work ethic, careful management of confidential materials, and sincere interest in advancing music education.

### **COMPENSATION**

Compensation to be determined based on qualifications. Compensation is issued on the 15<sup>th</sup> and last day of each month.

### **DATES, HOURS, & LOCATION**

This internship requires a minimum of 30 hours per week, beginning January 2022 and ending May 2022. Specific start and end dates are flexible and will be determined collaboratively. Opportunity exists for this internship to be completed remotely or at Music for All's headquarters in downtown Indianapolis, IN.

### **APPLICATION PROCESS**

Please submit a cover letter, resume, and professional references at [education.musicforall.org/internships](http://education.musicforall.org/internships) by end of day December 8, 2021. All correspondence will be conducted through email. Music for All, Inc. is committed to a diverse workforce.