



General Management Internship (Nashville or New York) – Unpaid

Foundations Artist Management was launched in 2000 by Steve Bursky, and has since grown into a full-service artist representation company focusing on building artists' careers from the ground-up. The New York and Nashville based company prides itself on its work with its acts from the very early stages of their careers, helping them lay the necessary groundwork for a successful future in the music industry. With the addition of partners Brian Winton in 2004 and Drew Simmons in 2011, Foundations has continued to build on its original vision: providing uncompromising support to great artists, assisting them in growing their careers as we grow our own.

Interns will:

- Assist managers in day-to-day tasks
- Assist in managing client websites, social networks, and other online media
- Assist with general admin office tasks including mailing, scanning, faxing, filing, etc.
- Administer incoming phone calls throughout the office
- Suggest and assist with implementing ideas and projects for company & artist growth
- Develop marketing campaigns for artist tours, record releases, digital media, etc.
- Gather, analyze and learn to interpret market research data on artists

Qualifications:

- Strong attention to detail, critical thinking and independent project management are key
- Knowledge in Microsoft Office and Google are a must
- Knowledge in Adobe Creative Suite (Photoshop, InDesign, etc.) is a plus, but not required
- Good attitude and eagerness to learn

Internship is non-paid and for school credit. We typically like to have interns hold office hours around 3 days per week, but we can be flexible depending on schedules.

To Apply:

Please fill out our online application form at www.foundationsmusic.com/contact