



City of Austin Music & Entertainment Division – Database Management

Do you have a passion for music? Are you interested in supporting the Austin Music Community? The City of Austin Music & Entertainment Division is seeking qualified intern candidates!

The City of Austin Music & Entertainment Division is housed within the City's Economic Development Department, Austin's Prosperity Engine. As an intern, you will get to work with staff while working on real projects that will support the thousands of musicians and music industry professionals who call Austin home.

Candidates are also creative, passionate about helping others, and thoughtful while building relationships within the community.

Responsibilities

- Dedupe, merge and purge database record details with extreme attention to detail
- Research and file reviews to ensure correct information is maintained and accurate
- Assist with reports and data extraction when needed
- Other project duties as assigned

Requirements:

- Strong Communication skills
- Knowledge of Microsoft office (Word, powerpoint, outlook, excel, etc)
- Interest in learning about the Austin Music Industry
- An analytical mindset with problem-solving skills
- Enrollment in an accredited college or university+
- Self-starting personality with a willingness to collaborate and be creative

We value interns and go the extra mile to make sure they receive a learning experience that fits career goals. There will be ample opportunity to network with department leaders and other professionals in the Austin Music Community.

To apply, please submit your application to Simone Wilson: simone.wilson@austintexas.gov by May 8th, 2019. Interviews will be held in mid May 2019.



City of Austin Music & Entertainment Division – Marketing

Do you have a passion for music? Are you interested in supporting the Austin Music Community? The City of Austin Music & Entertainment Division is seeking qualified intern candidates!

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Our ideal candidate is someone who walks into a room of people and can't leave without making a few friends. Candidates are also creative, passionate about helping others, and thoughtful while building relationships within the community.

What You Will Learn

- Operational methodology and day-to-day infrastructure of a fast paced, work environment
- Processes and protocol for City of Austin Communications and social media strategies
- Relationship building, Planning and Organizing
- Key issues facing the Austin Music Community
- Key contacts and programs that benefit the Austin Music Community

Requirements:

- Strong Communication skills
- Knowledge of Microsoft office (Word, powerpoint, outlook, excel, etc)
- Interest in learning about the Austin Music Industry
- Comprehension and regular use of social media
- Enrollment in an accredited college or university+
- Self-starting personality with a willingness to collaborate and be creative

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