



City of Austin Music & Entertainment Division – Spring Internship

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.

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
- Intimate knowledge of Adobe Creative Suite (Photoshop, Illustrator, InDesign, Lightroom)
- 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

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 December 15th, 2017. Interviews will be held in early January 2018.