



A&R/MUSIC PUBLICATIONS INTERN

MUSIC PUBLICATIONS

Description

The Barbershop Harmony Society is looking for a qualified intern to assist with our Music Publications team. Our department produces all music-related products, and seeks an intern who can participate in various stages of archiving, organizing files (both digital and physical), and assist with music notation/engraving/cleanup work as-needed. Additional tasks include music editing and publishing related tasks.

This intern should be prepared to work in a team-oriented environment, and will finish the internship having gained broad experience in various aspects of music publishing, specifically related to vocal arrangements & repertoire, print music product creation, and the copyright clearance process.

Responsibilities [noted bullet points are examples]

- Assist A&R department with digital product creation, sheet music cleanup, editing, engraving, archiving, digital audio cataloging, and other related tasks.
- Assist Copyright and Licensing department with various back office tasks as needed (filing, spreadsheet maintenance, internet research, general correspondence, etc.)
- Assist with July Harmony University event (if applicable)
- Various tasks as directed by A&R Manager and Copyright & Licensing Manager

Requirements [noted requirements are an example]

The Barbershop Harmony Society is looking for an undergraduate student who is majoring in Music (emphases including, but not limited to Music Business/Industry, Composition & Arranging, Recording Industry Management, Music Theory, etc.). This person should have excellent verbal and written communication skills, some proficiency in Finale and Sibelius Music Notation Software. Experience with Google Office and MS Office applications a bonus and will be considered when choosing the best applicant for this internship position.



Internship Outcomes

At the end of this internship, you will ...

- Gain experience editing print music to prepare for publishing
- Understand song selection process as it relates to a specific market
- Have a basic understanding of the music clearance process in regards to print music products
- Gain experience with managing digital assets for public consumption

HOW TO APPLY

The Barbershop Harmony Society is pleased to offer a variety of internships to those wishing to experience the inside world of a not-for-profit business. Interested candidates are invited to submit a letter of interest and résumé. You must apply online to be considered. Résumés sent by email or mail are not considered applications.

Apply online:

<https://barbershopharmonysociety.submittable.com/submit/112185/2018-barbershop-harmony-society-internship>

Barbershop Harmony Society
Megan Henderson, Internship Manager
careers@barbershop.org
110 7th Avenue N.
Nashville, TN 37203

Because this is an internship, you may discontinue the internship at any time for any reason, and the Barbershop Harmony Society may discontinue the internship for any reason not prohibited by law. There is no guarantee of continuous employment because of your volunteer work with us. As an intern, you will not be a company employee. Therefore, you will not receive a salary, wages, or other compensation. In addition, you will not be eligible for any of the employee benefits that company employees are entitled to, including, but not limited to, health insurance, vacation or sick leave, paid holidays, or participation in the BHS retirement plan. During your internship you may come across confidential business information. By accepting this internship offer, you acknowledge that you must adhere to our confidentiality policy. In addition, upon conclusion of your internship, you must return all company-owned property, equipment, and documents, including electronic mail or other information.