



Job Description

Job Title:	2024 Fall Intern
Reports To:	Program Director
Full time / Part Time:	Part Time (6-10 hours per week)
Compensation:	\$10 per hour

Position Summary

Tosco Music's Fall Internship is available for students seeking experience with event planning and office administration in a grassroots, nonprofit arts organization. Tosco Music internships offer invaluable training and mentorship towards your professional career. Reporting to the Program Director and in collaboration with the Program Coordinator, the Fall Intern will focus on promotion and preparation for Tosco Music's annual FabFest – Charlotte's Beatles Festival taking place October 4-5, 2024.

This part-time position may include some evenings and weekends in support of Tosco Music programming and events schedule. Dates and times are flexible.

Position Responsibilities

Event Preparation and Support (50%) In support of Tosco Music's annual outreach programming schedule & special projects, the Fall Intern will assist the Tosco Music team with event preparation, promotion, and execution including:

- Assisting with event preparation and execution of FabFest 2024
 - Supporting FabFest events on October 4th & 5th
 - Assisting with FabFest setup/takedown
 - Contributing to capturing/creating social media content
- Supporting monthly Tosco Music Open Mic (every 1st Tuesday of the month)
 - Assisting with performer check-in
 - Contributing to capturing/creating social media content
- Tabling at other outreach events

Office Operations (50%) Support Tosco Music Executive Director, programming, operations, volunteers, communications & development efforts as needed to assure team success including:

- Supporting the Tosco Music team with day-to-day business operations while building upon essential arts administration skills.
 - Managing incoming and outgoing mail
 - Assisting with upload of receipts and deposits to the Google Drive
 - Supporting other Google Drive data management
- Managing resell items on Reverb and Facebook Marketplace
- Supporting Program Coordinator with merchandise organization/sales
- Assisting with social media management on Facebook, Instagram, TikTok, and Youtube



Requirements

- Excellent written and verbal communication skills.
- Highly organized with the ability to multitask and prioritize projects.
- Detail-oriented with strong analytical and problem-solving skills.
- Ability to work effectively both independently and as part of a team.
- Social media proficiency including Facebook, Instagram, Youtube, and TikTok
- Computer proficiency including Microsoft Office applications (Word, Excel, PowerPoint) and cloud storage applications (Dropbox, Google Drive, etc.)
- Driver's license and means of transportation
- Availability to work some nights and weekends for Tosco Music events

To Apply

Please send your resume and cover letter to careers@toscomusic.org

If you have any questions please email lena@toscomusic.org