



EVERGREEN

MUSIC NETWORK

38176 Lincoln Trail, North Branch, MN 55056

POSITION DESCRIPTION: Entertainment Booking Agency Intern

Evergreen Music Network is a full service entertainment agency located in North Branch, MN. EMN represents and secures performances for regional and national recording artists worldwide. Music business, marketing, and graphic design majors are encouraged to apply. This is a part-time, unpaid position for academic (where applicable) credit, with the possibility of future employment.

QUALIFICATIONS:

- Encourage college students currently working toward a Music Business degree (Freshman level acceptable)
- Minimum GPA 3.00
- Must have reliable transportation
- Minimum of 10 hours per week with flexible schedule accommodated

GENERAL RESPONSIBILITIES:

- General office duties
- Assist in contract and deposit tracking
- Update online tour schedules
- Internet market research and internal statistics
- Support administrative staff and agents with various tasks

SKILLS DESIRED:

- Above average written and oral communication skills
- Strong organizational/multi-tasking skills
- Attention to detail
- Professional phone etiquette
- Knowledge of MS office (Word, Excel, and Outlook)
- Basic knowledge of HTML tags
- Social media applications and web design optimal

APPLICATION PROCESS:

Submit resume to:

Roger Anderson

Roger@evergreenmusicnetwork.com

612.799.4979