



## ARTIST MANAGEMENT / RECORD LABEL INTERNSHIP

POSITION | Internship or Volunteer position (unpaid, college credit, other benefits available)

JOB DESCRIPTION | Transparent Agency is seeking creative and self-motivated candidates to assist with artist management & record label operations. Participants will be exposed to an exciting and fast-paced work environment where they will be able to contribute to the growth of the company through artist management, social media management, marketing assistance, content curation, and operations administration.

This is an unpaid position. Scheduling is flexible, but maintaining 12 hours between Monday through Friday during daytime business hours is important. The position is best suited for someone who holds a strong interest in the Music Industry, Pop Culture, New Media, and Web 2.0 Culture.

BENEFITS | This position offers a unique opportunity for experience and participation with one of the fastest growing and influential record labels and events companies in North America. This will act as a great platform for networking while also providing valuable experience for those aspiring to participate in the entertainment, online, concert/event, and new media career paths. Internship will start with a 1-month probationary period with the chance to extend upon review with opportunities to grow with company including contracted pay for work when/and if available.

DESIRED QUALIFICATIONS | An ideal candidate would possess the following skills and traits:

- Holds a Strong Interest in the Music Industry (with knowledge in genres such as pop, k-pop, hip hop and EDM), Entertainment, Pop Culture, and New Media
- Proficiency in Microsoft Office programs, Google Docs, and related software
- Preferred experience with Photoshop & Adobe Premiere/Final Cut Pro (all not required)
- Familiarity of Social Media Platforms and Content Management
- Lives in Los Angeles County or can easily travel to Los Angeles County with Reliable Transportation
- Excellent Written and Verbal Communication Skills
- Strong Ability to Meet Deadlines
- Ability to Work as a Part of a Larger Team

\*This position is open to applicants ages 18+ (you do not have to be a student to apply).

TO APPLY | Send cover letter, resume, and any other supporting material to [staff@transparentagency.com](mailto:staff@transparentagency.com) with "Transparent Agency - Artist Management & Record Label Internship" in the email subject line.

Transparent Agency is an equal opportunity employer and encourages qualified candidates from all backgrounds to apply.

Questions? Contact Team at [staff@transparentagency.com](mailto:staff@transparentagency.com)