



Position Description: Entertainment Booking Agency Intern
Effective Date: Spring / Summer 2014

ARM is a full service entertainment agency located in St. Paul, MN. ARM represents and secures performances for regional and national recording artists worldwide. Our Administrative/Contract Department is looking to fill a couple internship positions for immediately for Spring / Summer 2014. Music Business majors are encouraged to apply. This is a part-time unpaid position for academic credit, with the possibility of future employment.

Qualifications:

- Must be a college student currently working towards a Music Business degree (Freshman level or above)
- Minimum 2.8 GPA
- Must have reliable transportation
- Minimum of 10 hours per week

General responsibilities include but are not limited to:

- General office duties including filing, faxing, answering phones
- Assist in creation and issuance of artist contracts
- Assist in contract and deposit tracking
- Update online tour schedules
- Obtain box office reports
- Internet market research and internal statistics
- Support administrative staff and agents with various tasks
- Miscellaneous office maintenance

Skills Desired:

- Superior written and oral communication skills
- Strong organizational/multi-tasking skills
- Impeccable attention to detail
- Stellar phone etiquette is mandatory
- Knowledge of MS Office (Word, Excel, and Outlook)
- Basic knowledge of HTML tags.

Application Process:

Submit cover letter and resume to:

ARM Entertainment

Attn: Dana Strutz

1257 Arcade St.

St. Paul, MN 55106

651-483-8754

ds@armentertainment.com