

**Job Title:** Arts Administration Intern  
**Location:** All TPMS Sites  
**Start Date:** Spring Semester 2018 and/or Summer 2018  
**Reports to:** Program Staff



### **Organization Overview:**

[The People's Music School](#) is a 40-year old institution that has brought the transformative benefits of music to over 10,000 lives across Chicago. Our model is completely tuition-free. We serve kids age 5-18 who otherwise would not be able to afford music education. Since music education has benefits that extend far beyond the artistic benefits, we view ourselves as an institution building future leaders. We build cognitive, academic, and social-emotional skills through an intense and rigorous curriculum. Our students learn with us for up to 12 hours per week and their families fulfill a significant volunteer time requirement. In the last 18 months, the school has [grown 2x under new leadership](#) composed of alumni from Bain & Company and A Better Chicago, and world-class experience from a newly energized Board of Directors. And we're just getting started...

### **Job Summary/Responsibilities:**

**TPMS is seeking Arts Administration Interns.** Learn what happens behind the scenes in the running of a non-profit music school. TPMS Interns will work alongside Senior Staff to achieve the following:

- Assist TPMS Staff with day-to-day operations
- Assist with projects as assigned
- Create and manage new projects, structured to fit intern's qualifications and goals
- Work alongside TPMS Senior Staff on projects that fit intern's goals and expertise
- Participate in Intern Professional Development intended to build connections with both TPMS Staff and other interns'

Areas of work are determined based on candidate's qualifications/interests **and can include:** program coordination, administration/finance, marketing/development, teaching assistance & student supervision.

### **Qualifications:**

- Earned or in-progress undergraduate or graduate degree in music, arts administration, business, or other degrees that present relevant expertise.
- Availability to work 5-10 hours per week
- Ability to collaborate with young people from diverse cultural and economic backgrounds
- Good oral and written communication skills
- Required Experience: Microsoft Office (Word, Excel, PowerPoint) and Google Drive

### **Benefits:**

- Interns will be paired with a TPMS Senior Staff for mentoring and professional development
- All interns will receive professional development including participation in an Intern Orientation designed to allow each intern to develop individual goals and basis for evaluation

### **How to Apply:**

Interested candidates should send a resume to Josh deVries, Program Manager, at [josh.devries@peoplesmusicsschool.org](mailto:josh.devries@peoplesmusicsschool.org).