

MUSIC COLUMBUS[★] EARN AS YOU LEARN 2024



**SUMMER
INTERNSHIPS**

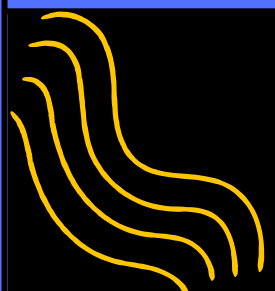


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PROGRAM OVERVIEW

Music Columbus and 10 other Columbus music related businesses have partnered to create internships and mentoring opportunities for young people interested in a career in the business of music.

Interns will be compensated \$15 an hour for up to 20 hours per week.

Commencement Date: June 3, 2024

End Date: July 29, 2024

Send all applications to:

Program Coordinator

Olivia Stefanoff

earnasyoulearn@musiccolumbus.com

Subject line:

[Applicant Name] - EAYL Internship Application

Body:

Include requested assets as noted per organization (Resume, Cover letter, etc.)

Rank your top 3 mentor organization choices (in order)

Dates to know:

Application open: Feb 12th - March 22nd

Intern interviews: Conducted during April (Scheduled individually by mentors)

Selected interns notified by: May 1

Program launch party: May 28th

EAYL Program (8 weeks): June 3rd - July 29th

Program end Brunch: August 2nd

Website: <https://musiccolumbus.com/earn-as-you-learn/>

Must have reliable transportation to participate

Read below for specifics on application assets for each organization.

CAPA



The Columbus Association for the Performing Arts (CAPA) is a non-profit arts and theater management organization based in Columbus.

CAPA was formed in 1969 to save the historic Ohio Theatre (Columbus) from the wrecking ball. After the theatre was saved, CAPA renovated the magnificent 1928 movie palace to its original glory. It was then, that CAPA became the leaders in theatre rehabilitation and downtown redevelopment.

Address:

55 E State St, Columbus, OH 43215

Website:

<https://www.capa.com/>

Mentor:

Rich Corsi (Vice President of Programming)

Availability: Tuesday–Thursday (9am–5pm), 20 Hours per week

Operating hours:

9am–5pm

Programs To Know:

Google Applications, Microsoft Office, Phone Skills

Duties: (will vary based on skill set)

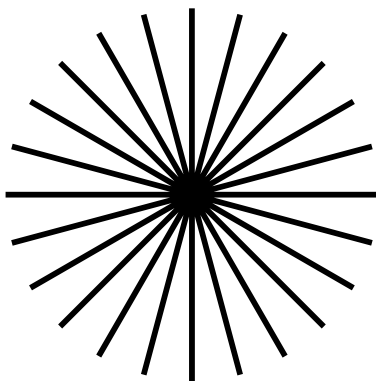
- All things related to the CAPA programming department
 - Call backs
 - Following up on paperwork and contracts
 - Learning all the facets of the Programming department and getting introduced to CAPA as a non-profit arts organization

Applicant Qualities:

Outgoing, wanting to learn more about Arts Management, and not afraid to ask questions to understand things better.

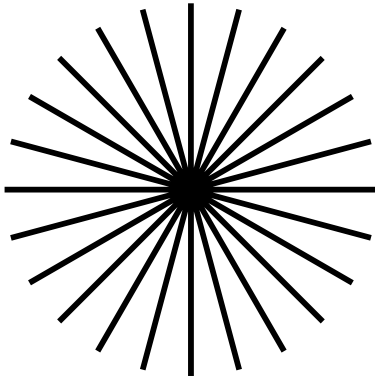
Please Submit:

Resume (highly recommended)



ANY EDUCATION LEVEL

THE SUMMIT MUSIC HALL /WEIRD MUSIC



The Summit Music Hall is Columbus's hottest music venue featuring national, regional, and local artists.

Weird Music is a multipurpose professional recording studio. Their mission is to provide a higher standard of craftsmanship in audio production in a place designed to inspire, encourage creativity, professionalism and innovation.

Address:

2210 Summit St, Columbus, OH 43201

Website:

<https://thesummitcolumbus.com/>

Mentor: Chris Salvato (Owner/Operator - Weird Music LLC & Co-Owner/Production Manager/Talent Buyer - The Summit Music Hall)

Availability: Flexible Schedule, 20 Hours per week

Operating hours:

Monday/Tuesday - office work

Weds - Sun - shows or sessions

Programs To Know:

Google Applications, Microsoft Office, Pro Tools/Logic, Photoshop

Duties: (will vary based on skill set)

- Event promotion
- Studio assistant
- Production assistant
- Social media assistant

Applicant Qualities:

Enthusiastic, musical, good social skills.

Please Submit:

Resume, Cover Letter, References (2), and any other work you'd like to share.

ANY EDUCATION LEVEL

MUSIC GO ROUND



Music Go Round is a second hand music instrument store located in Columbus, Ohio. They Buy, Sell, and Trade used musical instruments and equipment.

Address:

2630 Bethel Rd, Columbus, OH 43220

Website:

<https://www.musicgoround.com/locations/columbus-oh>

Mentor:

Kevin Johnson (Owner)

Availability:

Flexible Schedule, 20 Hours per week

Operating hours:

12PM-6PM, Monday-Saturday

12PM-5PM, Sunday

Programs To Know:

Google Applications, Microsoft Office

Duties:

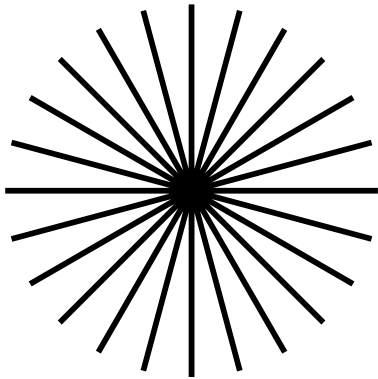
- Cleaning and helping with minor repairs to instruments
- Helping with stocking product and cycle counts
- Helping with website (add pictures and descriptions of products)
- Learning about different instrument groups and how to demonstrate them to customers

Applicant Qualities:

Genuine desire to work with and around musicians.

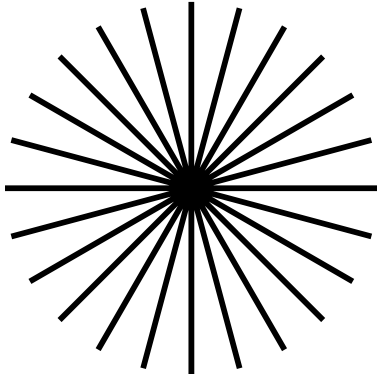
Please Submit:

Resume, Cover Letter, References (2)



**ENROLLED IN
HIGH SCHOOL**

90.5 WCBE



WCBE is a public radio station that exists to serve the cultural, information, and educational needs of Central Ohio and beyond. We fulfill this mission utilizing all available audio media: radio broadcasting, web streaming and content provision.

Address:

540 Jack Gibbs Blvd. Columbus, OH 43215

Website:

<https://www.wcbe.org/>

Mentor:

Johnny DiLoretto (Director of Community Relations & Underwriting/ Host of Cinema Classics)

Availability:

Flexible Schedule, 20 Hours per week

Operating hours:

9AM-3PM, Monday-Friday

Programs To Know:

Google Applications, Photoshop

Duties:

- Assisting with audio production and engineering
- Learning/executing marketing and communication tasks
- Aiding with clerical/office work

Applicant Qualities:

Enthusiastic about radio, music, audio tech, and able to communicate clearly.

Please Submit:

Resume, Cover Letter, References (2)

**ENROLLED IN
HIGH SCHOOL**

MOONLIGHT AUDIO

MOONLIGHT
AUDIO
COLUMBUS, OHIO



Located in the historic Olde Towne East neighborhood of Columbus, Moonlight Audio merges the friendly comfort of a home recording space with the gear, expertise, and polished sound of a professional studio. We strive for exploration and creativity in the music we make and focus on making the recording process a positive, inclusive experience for everyone who comes through our door.

Address:

700 Bryden Rd 3rd Floor Studio 23, Columbus, OH 43215

Website:

<https://www.moonlightaudiocbus.com/>

Mentor:

James Harker (Owner/Engineer)

Availability:

Flexible Schedule, 20 Hours per week

Operating hours:

Every day of the week, all depending on when clients book studio time & when there are mixes/editing to complete

Programs To Know:

Google Applications, Pro Tools, Logic, Melodyne and/or some other vocal editing software

Duties:

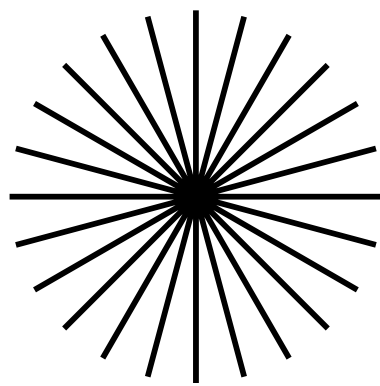
- Assisting with set-up/teardown of sessions,
- Sitting in on mixing sessions to learn more in-depth concepts. Interns may also be asked to tune/edit vocal tracks on occasion

Applicant Qualities:

Able to get here when needed, creative, able to remember studio systems & perform tasks such as cable wrapping or microphone placement (will be covered upfront)

Please Submit:

Resume



**GRADUATED
HIGH SCHOOL**

NATALIE'S GRANDVIEW



There are two distinct music spaces at Natalie's Grandview that offer inspired cocktails and food and a variety of entertainment from across the street and around the globe - The Music Hall Stage and Charlie's Stage.

Address:

945 King Avenue, Columbus, OH 43212

Website:

<https://nataliesgrandview.com/>

Mentor:

Kara Jones (General Manager)

Availability:

Flexible Schedule, 20 Hours per week

Operating hours:

Monday and Tuesdays for admin/private events/shows.

Wednesday through Sunday for regular service and 3x shows nightly, we open at 5pm. Looking for some admin hours prior to 5pm service.

Programs To Know:

Google Applications, Microsoft Office, Pro Tools, Logic, Phone skills, Photoshop, Social media (Tik Tok, Instagram, Facebook), Meta, Ohio Event Finder

Duties:

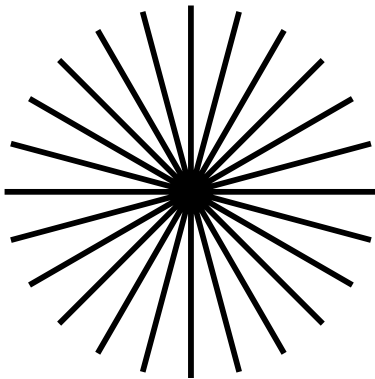
- Marketing shows
- Social media engagement
- Flyering
- Event planning and organization - including private events with music/concerts, etc.
- Content creation
- Graphic design work
- Potential to follow sound engineer/lighting/booking team

Applicant Qualities:

Must be 21+, able to drive, outgoing, organized, great communication skills, creative.

Please Submit:

Resume, Cover Letter, References (2)



**GRADUATED
HIGH SCHOOL**

RADIO 614

radio614

Radio 614 is a 24/7 streaming radio station, featuring over 20 music programs and live DJ events. It is all done by volunteers in the Central Ohio area.

Website:

<https://radio614.org/>

Mentor:

Patrick Leonard (Chief of Operations)

Availability: Flexible Schedule, 20 Hours per week
Position is largely virtual/work-from-home. Intern communication mainly during normal business hours. There's a possibility of being on-site for a 3-day music festival at the culmination of the internship. There may be other evening or weekend activities but that will be up to the intern to plan and execute.

Operating hours:

24/7

Programs To Know:

Google Applications, Photoshop, Phone Skills, Social Media skills
Experience with Audacity or other Digital Audio Workstation software is a plus.
Knowledge of Serato, Mixxx or DJ experience also a plus, but not necessary.

Duties: (will vary based on skill set)

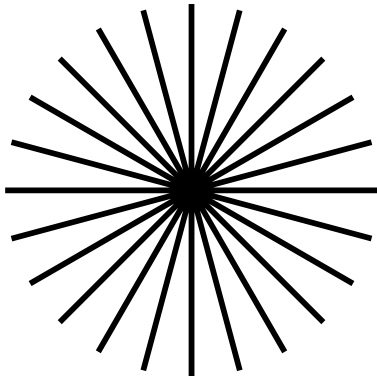
- Running social media campaigns
- Promoting live music and DJ events
- Recording events, preparing and scheduling recordings for broadcast
- Producing radio programs of your own
- Promoting Radio 614 through traditional means (literature drops, flyers, etc).

Applicant Qualities:

Access to a computer and a high-speed internet connection, willingness to speak in front of an audience or studio setting, good organization and attention to detail.

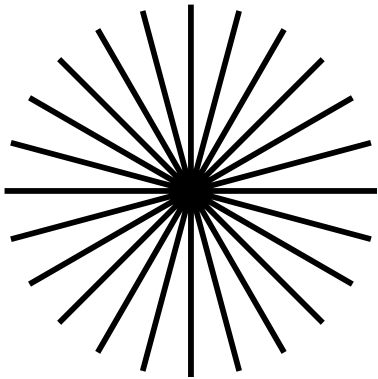
Please Submit:

Resume, Cover Letter, References (2)



**GRADUATED
HIGH SCHOOL**

JAZZ ARTS GROUP OF COLUMBUS



The Jazz Arts Group of Columbus (JAG) is America's premier not-for-profit arts organization dedicated to producing, performing and promoting Jazz.

Address:

769 E Long St, Columbus, OH 43203

Website:

<https://www.jazzartsgroup.org/>

Mentor:

Mercedes Aviles (Marketing Coordinator)

Availability:

Flexible (2-3 weekdays/some weekends), 20 hrs/wk

Operating hours:

Monday-Friday 9:30AM-4:30PM; Events on weeknights/weekends

Programs To Know:

Preferred - Google Applications

Optional - Music Tech, A/V experience, Adobe Lightroom

Duties: (Can vary depending on availability & interest)

Education Dept. Duties:

- Assist with setup & coordination of summer camps
- Assist with on site rehearsals & music librarian work for the Columbus Community Jazz Band
- Attend monthly Jam Sessions, help with space setup, music librarian work & greeting participants & monthly PBJ and Jazz events. Assist with backline & sound setup
- Photograph performances w/ provided camera equipment
- Help transport & setup for live performances
- Work with the Jazz Academy Coordinator & Education Program Manager with various projects

Production and Marketing Dept. Duties:

- Help setup for live performances & general production needs
- Manage a/v equipment for live concert recordings
- Assist in librarian work - Pulling music & packing books
- Social Media & Newsletters: Record mobile videos, write copy, and assist with graphics using Canva

Applicant Qualities:

Motivated, creative, determined, efficient, takes initiative, great communication skills, access to a vehicle

Please Submit:

Resume, Cover letter, References (2)

ENROLLED IN COLLEGE

MUSIC COLUMBUS



Music Columbus is a non-profit that works to bolster the contemporary music industry in Columbus through grass roots efforts. Our programs include a yearly instrument drive, bi-monthly industry education forums, Unheard showcases, and a Music Career Incubator.

Address:

277 West Nationwide Boulevard, Columbus, Ohio 43215

Website:

<http://musiccolumbus.com/>

Mentors:

Amy Holihan (Senior Project Manager)/Olivia Stefanoff (Junior Project Manager)

Availability:

Flexible Schedule, 20 Hours per week

Operating hours:

Monday-Friday 9AM-5PM

Plus some evening events during the week and weekends

Programs To Know:

Google Applications, Social Media, Canva, Mailchimp, Wordpress

Duties:

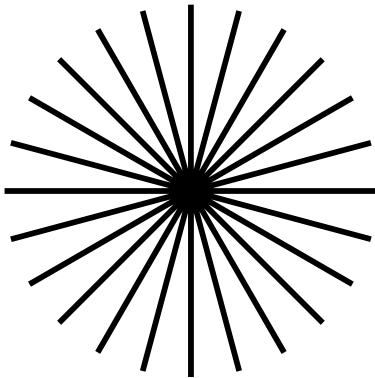
- Assisting with running social media
- Maintaining and updating website
- Preparing Gift of Music communications and logistics management
- Aiding in the execution of virtual and live events
- Additional tasks based on skills and interests

Applicant Qualities:

Fast learner, good work ethic, enthusiastic about the Columbus music scene.

Please Submit:

Resume



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RAMBLING HOUSE



The Rambling House is truly a magical place to see your favorite live music, comedy, and entertainment. A welcoming space to soak in the sounds of talented local and national artists on a legendary stage.

Address:

310 E Hudson St, Columbus, OH 43202

Website:

<https://www.ramblinghousemusic.com/>

Mentor:

Paige Vandiver (Manager)

Availability:

Flexible Schedule, 20 Hours per week,

Operating hours:

Venue open Wed-Sunday with occasional shows or private events on Mon-Tues. Marketing, street-team, booking, business tasks during the day. Live music events in the evening.

Programs To Know:

Google Applications, Microsoft Office, Photoshop, Canva/Illustrator/InDesign, Mailchimp/Mailerlite, Lighting programs (Show XPress/Onyx) & Live sound equipment are bonus

Duties: (will vary based on skill set)

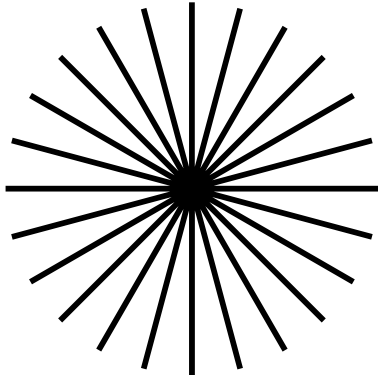
- Assist in booking, social media tasks, creation of promotional content, marketing and street-team of flyers/posters for events
- Building music events in online platforms such as Facebook, Ohio EventFinder, etc
- Shadowing of applicable employees and learning the ins-and-outs of running a live music venue
- Cleaning, maintenance, organizing, and stocking tasks
- Depending on skill set, potential opportunities for running live sound and lighting

Applicant Qualities:

Creative, Enthusiastic, Reliable, Respectful, Strong Communication, Team Player, Access to Vehicle

Please Submit:

Resume, References (2)



ENROLLED IN COLLEGE

VAUGHAN MUSIC STUDIOS

Vaughan Music Studios is a complete Artist Development Center and recording studio in Upper Arlington.

Address:

3280 Riverside Dr, Upper Arlington, OH 43221

Website:

<https://vaughanmusicstudios.com/>

Mentor:

Matt (Operations/Recording Studio Manager)

Availability:

Flexible Schedule, 15 Hours per week, 9-2am

Operating hours:

Monday-Sunday (hours dependent on bookings)

Programs To Know:

Google Applications, Pro Tools/Logic, Phone Skills, Photoshop

Duties:

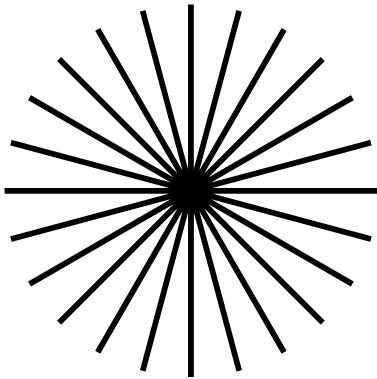
- Helping with recording sessions/studio operations
- Aiding with running of social media
- Learning the ins and outs of running a studio
- Engaging different skillsets to grow as an aspiring sound engineer

Applicant Qualities:

Good work ethic. Microphone, signal flow, and Pro Tools knowledge a plus.

Please Submit:

Resume, Cover Letter, References (2)



ENROLLED IN COLLEGE

MUSICCOLUMBUS[★] CONTACT US

SEND ALL APPLICATIONS/QUESTIONS TO:

**PROGRAM COORDINATOR
OLIVIA STEFANOFF
EARNASYOULEARN@MUSICCOLUMBUS.COM**

**REFERENCE PAGE 1 FOR DETAILS ON APPLICATION
SUBMISSION**

