

MUSICCOLUMBUS<sup>★</sup>

**2025 FALL  
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 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:** Monday, September 8th

**End Date:** Monday, November 17th

**Send all questions to:**

Program Coordinator

Olivia Stefanoff

**earnasyoulearn@musiccolumbus.com**

**Apply Here:**

<https://docs.google.com/forms/d/e/1FAIpQLSc1EZPTMXyiJzpprxiLq6MNUXkS5OnwKRepKUQhQRyTILnFaA/viewform?usp=sharing>

**Program Website:**

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

**Dates to know:**

- Application Open: May 5th – May 26th
- Application Review: May 26th – June 23rd
- Interviews conducted (by mentor orgs): Month of July
- Selected program interns notified by: August 4th
- Launch Party: Wednesday, September 3rd
- EAYL Summer Program (10 weeks): September 3rd – November 17th
- End Brunch: Wednesday, November 12th

**\*Access to a vehicle/public transportation is preferred\***

**\*Must be 18 and a high school graduate at the time of internship\***

Read below for specifics on individual opportunities.

# BLU NOTE JAZZ CAFE

Blu Note Jazz Café is an upscale jazz club. Dine in Tuesday thru Saturday, and enjoy the finest in local as well as international jazz. Pick a cozy table for two or grab a seat at the bar – there isn't a bad seat in the house.

**Address:**

2882 E Main St, Columbus, OH 43209

**Website:**

<http://blunotejazzcafe.com>

**Mentor:**

Derrik Pannell (Owner)

**Availability:**

In Person

15-20 hours per week, flexible hours/days

Tuesday, Wednesday, Thursday, Friday, Saturday

**Operating Hours:**

Tue/Wed 6p-10p, Thurs 6p-11p, Fri/Sat 6p-Midnight

**Programs to Know:**

Photoshop, Logic, Pro Tools

**Duties:**

- Graphic Design
- Customer Service
- Additional tasks to be assigned based on skillset and interest

**Applicant Qualities:**

- An interest in live music venue management
- A passion for Jazz
- Reliable transportation
- Access to technology

**Please Submit:**

Resume



**OPEN TO:**

**HS GRADUATES & ABOVE**

# CLASS ACTS ENTERTAINMENT

Class Acts Entertainment is a full-service booking agency providing entertainment services to the events industry. Established in 1985, the strength and growth of Class Acts can be attributed to the professionalism of their entertainers and the attention to detail of their friendly staff.

Address:

460 W. Rich Street, Suite 200, Columbus, OH 43215

Website:

<http://www.class-acts.com/>

Mentor:

Paul Hoy (President)

Availability:

In Person

Monday – Friday, flexible hours/days, 20 hours per week

Will likely be an 80:20 blend of in-office vs at-events work

Operating Hours:

Office: 9:00 AM – 5:00 PM

Shows: Typically in the evening

Programs to Know:

WordPress

Duties (will vary based on skill set):

- Website maintenance and updates in WordPress
- Database and artist asset management in custom MySQL database
- Calendar coordination in custom MySQL database and/or Google Calendar
- Office emails and mailings in Google Apps for Workplace
- Digital paperwork filing in Google Drive
- Video and/or photo documentation on-site at events
- Photography and video editing
- General on-site event work

Applicant Qualities:

- Able to manage their own transportation
- Strong written and oral communication skills
- Attention to detail: Produces accurate work, even when under pressure checks the accuracy of information before using it or passing it on to others
- Composure and poise: Ability to interact professionally with a wide range of people, from stressed-out couples to high-level executives
- Technical skills: Familiarity with G-Suite (Google Apps for Business), Excel, and Word required; social media, HTML, and graphic design skills a plus
- Priority setting: Effective time management skills; ability to prioritize workload based on deadlines; can quickly sense what will help or hinder accomplishing a goal

Please Submit:

Resume & Cover Letter



**OPEN TO:**

**CURRENT COLLEGE  
STUDENTS & ABOVE**

# EVERMINT MUSIC

Genean and Lisa have been close collaborators in the Columbus music scene since 2011, each bringing years of hands-on experience and a deep passion for independent music. Genean began touring out of Cleveland at age 17, both as a vocalist and working behind the scenes in merch and logistics. Lisa started her career at just 16 with Columbus-based booking agency Class Acts Entertainment, developing a strong foundation in event planning and artist support. Today, Genean leads artist development and brand partnerships, curating talent for private, corporate, and public events, while Lisa specializes in consulting, sync licensing, and artist management, helping independent musicians grow sustainable, long-term careers. As co-founders of Evermint Music—a woman-owned and operated company—they are committed to fostering a diverse, inclusive, and artist-first environment. Whether working backstage or cheering from the crowd, they remain dedicated supporters of the music community and are excited to mentor the next generation of industry professionals.

Location:  
Worthington

Website:  
<https://www.evermintmusic.com/>

Mentor:  
Lisa Cave (Owner)

Availability:  
Hybrid  
20 hours per week, flexible hours/days

Operating Hours:  
Schedule varies depending on events scheduled each week. Generally speaking office hours are during the day (and can be remote), with occasional nights and weekends in person at events. Will work with the candidate on a schedule that works for them.

Programs to Know:  
Gmail, Photo/Video editing, Social Media

Duties:

- Data entry
- Basic website updates
- Social media updates
- On site event management
- Advancing details with artists

Applicant Qualities:

- A candidate with a background or interested in marketing is helpful but not necessary, interest in live music, reliable transportation

Please Submit:  
Cover Letter

EVERMINT  
MUSIC



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# MOONLIGHT AUDIO

Located in the historic Olde Towne East neighborhood of Columbus, Moonlight Audio blends the friendly comfort of a home recording space with the gear, expertise, and polished sound of a professional studio. They strive for exploration and creativity in the music they make, focusing on creating a positive, inclusive recording experience for everyone who walks through their door.

**Address:**

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

**Website:**

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

**Mentors:**

Joe Amadio & James Harker (Owners/Engineers)

**Availability:**

In Person

Flexible schedule (dependent on client bookings), 20 hours per week

**Operating Hours:**

Open every day of the week, depending on client bookings and when mixes/editing need to be completed

**Programs to Know:**

Any DAW (preference for Logic, Melodyne or similar, and Cubase/Nuendo)

**Duties:**

- Assist with mic setup
- Help with client relations and outreach
- Support with social media
- Additional tasks based on skills and interests

**Applicant Qualities:**

- Reliable transportation
- Strong communication skills
- Any experience or skills related to audio engineering are a huge plus

**Please Submit:**

Resume & Work Samples



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**HS GRADUATES & ABOVE**



# MUSIC COLUMBUS

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

Address:  
350 E 1st Ave, Columbus, OH 43201

Website:  
<http://musiccolumbus.com/>

Mentors:  
Amy Holihan (Deputy Director)  
Olivia Stefanoff (Senior Project Manager)  
Hope Selah Tye (Program Coordinator)

Availability:  
In Person  
Flexible schedule, 20 hours per week (Wednesday evening availability preferred)

Events:  
October 6th (6-9pm) - Music Monday event  
October 12th (12-3pm) - Unheard Showcase  
November 9th (12-3pm) - Unheard Showcase

Operating Hours:  
Monday - Friday, 9:00 AM - 5:00 PM  
Plus some evening events during the evenings and weekends

Programs to Know:  
Google Suite, Social Media, Canva, Mailchimp, WordPress

Duties:

- Assisting with the management of all social media platforms
- Maintaining and updating the website
- 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

MUSICCOLUMBUS



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# 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:

In Person

Flexible schedule, 20 hours per week

Operating Hours:

11:00 AM – 7:00 PM, Monday – Saturday

12:00 PM – 5:00 PM, Sunday

Programs to Know:

Google Applications & Microsoft Office

Duties:

- Clean and assist with minor repairs to instruments
- Help with stocking products and cycle counts
- Assist with website updates (adding pictures and descriptions of products)
- Learn 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

**MUSIC GO ROUND** 



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# 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 Ave, Columbus, OH 43212

Website:  
<https://nataliesgrandview.com/>

Mentor:  
Joshua Lee (Assistant Production Manager)

Availability:  
Hybrid  
Tuesday, Wednesday, Thursday, Saturday, – Flexible schedule, 20 hours per week

Operating Hours:  
The business is typically open Wednesday–Sunday. Some admin work would get done Tuesday–Thursday.

Programs to Know:  
Google Programs (Sheets, Drive, etc.), Photo editing software (Canva, Photoshop, etc.)

Duties:

- Creating ticket links
- Communicating with bands
- Posting shows to website and socials
- Creating/editing social media content
- Helping with admin work relating to venue operations
- Participating in in-person marketing campaigns (running a booth for events/festivals)

Applicant Qualities:

- High attention to detail
- Good verbal/written communication skills
- Reliable transportation
- Reliable computer and internet connection

Please Submit:  
Resume



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# ORANJUDIO RECORDING

Oranjudio Recording is an audio recording company that provides the highest level solutions for artist and commercial projects.

Address:

1400 Holly Ave, Columbus, OH 43212

Website:

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

Mentor:

Joey Gurwin (Owner/Engineer)

Availability:

In Person

Flexible schedule, 20 hours per week

Operating Hours:

Monday-Sunday (Dependent on client bookings)

Programs to Know:

Pro Tools

Duties:

- Basic studio maintenance
- Mix prep/editing
- Additional tasks based on skills and interests

Applicant Qualities:

- Timeliness
- Flexibility

Please Submit:

Resume, Cover Letter, Work Samples

Or  
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# RELAY RECORDING

The journey into recording at Relay Recording began with a simple experiment—layering guitar and vocals using two cassette machines. That spirit of curiosity and hands-on learning continues to define the studio's approach today.

With over 20 years of experience in music production, engineering, and studio management, Relay Recording has become a trusted space for artists and aspiring audio professionals alike. After Jon Fintel built a foundation at Full Sail University and gained experience working in a variety of studios across Columbus, Ohio, he founded Relay Recording in 2002.

Now located in the heart of downtown Columbus, Relay features a vintage 1983 Trident Series 80B console and remains a vibrant part of the city's creative community.

The studio has collaborated with a wide range of local artists, including Evan Westfall, Snarls, Mark Lomax, Way Yes, The Worn Flints, and The Cordial Sins. In addition to studio work, involvement in local bands has kept the connection to the music scene strong and authentic.

Relay Recording is passionate about sharing knowledge, building community, and helping the next generation of audio engineers grow in both skill and confidence.

Address:

211 N 6th St, Columbus, OH 43215

Website:

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

Mentor:

Jon Fintel (Owner)

Availability:

In Person

Flexible Schedule, 20 Hours per week

Operating hours:

Operate any time they're booked so the schedule isn't predictable.

Programs To Know:

No necessary program knowledge

Duties:

- Social media
- Studio set-up/tear down, etc.

Applicant Qualities:

Must be comfortable doing social media and have a license/vehicle.

Please Submit:

Resume & Cover Letter



**OPEN TO:**

**CURRENT COLLEGE STUDENTS**

# SECRET STUDIO

Secret Studio is a multipurpose arts facility for creative audio recording, workshops, art openings and art events, located in the Franklinton Arts District of Columbus.

**Address:**

503 West Walnut Street Columbus, OH 43215

**Website/Socials:**

<https://secretstudiohq.com/>

<https://www.instagram.com/secretstudiohq>

<https://www.facebook.com/secretstudiohq>

**Mentor:**

Keith Hanlon (Owner)

**Availability:**

In Person

Flexible schedule, 20 hours per week

**Operating Hours:**

Recording sessions and community events are not booked at set times. We will also need daytime help outside of session work to assist with office tasks, studio maintenance and upgrades and general tasks.

**Programs to Know:**

We mainly use Reaper DAW, but familiarity with Logic and Pro Tools is also helpful.

**Duties:**

- Assist the recording engineer/producer with session setup
- Microphone placement and other session-related tasks
- Studio cleaning and organization
- Assistance with Summer Music Series outdoor concerts (setting up PA, running cables, assisting artists)
- Help prep and run Franklinton Friday art openings, as well as other events (workshops, small indoor performances, poetry open mic).

**Applicant Qualities:**

- I find that the best interns are those who are always willing to help, but will not insert themselves into a recording session and disrupt the artist's or producer's workflow. Tact is essential.
- Access to a vehicle is helpful for running errands.

**Please Submit:**

Resume, Cover Letter, & Work Samples



**OPEN TO:**

**CURRENT COLLEGE STUDENTS**

# WCRS LP-FM

WCRS LP-FM is Central Ohio's community radio station, broadcasting soon 24/7 on 92.7 and 98.3 FM in most of Franklin County.

A service of The Neighborhood Network and a Pacifica Affiliate, WCRS airs Democracy Now!, Free Speech Radio News, and other syndicated public affairs programs, along with locally made music, talk, and public affairs programs in English, Somali, and Spanish.

**Address:**

1021 E. Broad St. – Rear Carriage House, Columbus, OH 43205

**Website:**

<https://www.wcrsfm.org>

**Mentor:**

Patrick Leonard (Producer)

**Availability:**

Hybrid

Flexible schedule, 20 hours per week

Available during normal business hours for meetings, check-ins, etc.

There will likely be various public events/meetings to conduct.

**Programs to Know:**

Common desktop productivity apps, image editing, and audio production skills (a plus, but not necessary – on-the-job training will be provided)

**Duties:**

- Produce or co-produce a radio program
- Plan and execute various public meetings, fundraisers, and possibly one live music event
- Produce print promotional materials for the radio station

**Applicant Qualities:**

- Access to a vehicle/public transportation is desired
- Preference given to applicants living in the greater Columbus metro area
- Access to a reliable broadband internet connection is essential

**Please Submit:**

Resume & Cover Letter



**OPEN TO:**

**HS GRADUATES & ABOVE**

# MUSICCOLUMBUS<sup>★</sup>

# CONTACT

SEND ALL QUESTIONS TO:

[EARNASYOULEARN@MUSICCOLUMBUS.COM](mailto:EARNASYOULEARN@MUSICCOLUMBUS.COM)

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