

MARKETING & EXTERNAL AFFAIRS INTERNSHIP

The GRAMMY Museum, a non-profit institution that explores and celebrates the enduring legacies of all forms of music; the creative process; the art and technology of the recording process; and the history of the GRAMMY® Awards.

Internships with The GRAMMY Museum are for one semester and Interns can work up to 20 hours per week.

The role and responsibilities of the Marketing & Public Relations Intern will be to:

- Create a development database that will help the Director of External Affairs organize and log fundraising efforts.
- Build and sustain key relationships with L.A. LIVE restaurants and local hotel concierges by meeting and providing Promotions Packet.
- Attend and observe meeting within the museum to learn more about new projects.
- Produce and distribute promotional materials for upcoming 2010 exhibits.

The minimum qualifications to be an Intern include the following:

- Currently enrolled at an accredited college or university while pursuing a degree in Marketing, Communications, Event Planning, Business, and Sales.
- Proficient in Microsoft Office programs
- Ability to multi-task and take initiative
- Possess strong written and oral communication skills
- Possess strong organizational and research skills
- Ability to interact professionally with diverse groups