

PUBLIC PROGRAMS INTERNSHIP

The GRAMMY Museum, a non-profit institution, 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 of the Public Programs Intern is to help create and assist the Public Programs Department with implementing various programs, such as “An Evening With” program, CD release program (“The Drop”), etc. The Intern will also be responsible for:

- Designing program literature and other collateral. The Intern will learn the importance of editing, writing, and researching information about artists and delivering such content to an audience;
- Assist the Public Programs Manager on research and development of program concepts including: film series, lecture series, artist interviews, curator talks and town hall meetings;
- Attending performances and meetings to gain insight on how to produce events in a museum setting.

The minimum qualifications to be an Intern include the following:

- Currently enrolled at an accredited college or university while pursuing a degree in Event Planning, Communications, Music, or Music Technology;
- Proficient in Microsoft Office programs;
- Ability to multi-task and take initiative;
- Posses strong written and oral communication skills;
- Ability to interact professionally with diverse groups;
- Ability to work a varied schedule, especially nights and weekends.