



# 2024 SUMMER INTERNSHIP

## JOB DESCRIPTION

The Jazz Exchange is a recognized local nonprofit music education and performance organization based in El Paso, TX. The Jazz Exchange produces the El Paso Jazz Festival and the Summer Workshop every June, offering interns a comprehensive experience in festival and event production, as well as nonprofit administration during the summer months. We strive to tailor each internship to the intern's objectives and the organization's needs. We are currently seeking dynamic and highly motivated individuals for exciting internship positions during the Summer of 2024. Internship opportunities are available in various areas, including Jazz Festival/Concert Production, Non-Profit Management, Marketing/Communications, and Summer Workshop Management.

### ABOUT US

The Jazz Exchange, established in 2018, stands as a dynamic hub of artistic excellence in New York City and the El Paso/Juarez area. With a profound belief in the transformative power of music, we have dedicated ourselves to fostering connections and building vibrant communities through our passion for jazz. As ambassadors of harmony, we curate unique experiences that transcend boundaries and bring people together in celebration of the universal language of music.

### MISSION:

At The Jazz Exchange, our mission is to "Build Communities through Music." Through comprehensive music education programs, support for emerging artists, and partnerships with local businesses, we aim to empower individuals and strengthen the fabric of our community through the transformative power of jazz.

### VISION:

Our vision is to create a vibrant jazz community that inspires through music, empowering individuals to embrace their creativity and forge meaningful connections. By providing access to high-quality music education, supporting local artists, and fostering collaborations that celebrate diversity and inclusion, we envision a future where jazz catalyzes positive change and cultural enrichment in our society.



## **REQUIREMENTS**

We're seeking dynamic individuals who are highly motivated, entrepreneurial, and well-organized, with exceptional verbal and written communication skills. Candidates should thrive in fast-paced environments and be adept at meeting deadlines. An interest in collaborating with youth, educators, and musicians is essential. Proficiency in social media platforms is a must, along with strong administrative and computer skills (including Excel, Word, etc.) and demonstrated research abilities. This role demands creative thinking, autonomy, and intellectual curiosity. Interns will have the opportunity to collaborate closely with seasoned professionals in vital nonprofit sectors within our expanding organization.

## **DEVELOPMENT – DATA MANAGEMENT AND SYSTEMS INTERNSHIP**

Support fundraising efforts and cultivate donor relationships by optimizing electronic data and record-keeping systems. This position offers a valuable opportunity to lead a project that will enhance your resume.

## **FESTIVAL/CONCERT PRODUCTION INTERNSHIP**

Join The Jazz Exchange team for the EL PASO JAZZ FESTIVAL in various capacities, including administrative support, vendor relations, volunteer coordination, parking and transportation logistics, and event planning for community, sponsors, and family audiences. Experience in concert production is preferred.

## **SUMMER WORKSHOP INTERNSHIP**

Assist with administrative tasks, social media management, student relations, program logistics, and event planning for our 2-week summer intensive workshop. Strong organizational and spreadsheet skills are essential.

## **THE JAZZ EXCHANGE SUMMER WORKSHOP + EL PASO JAZZ FESTIVAL – SOCIAL MEDIA + COMMUNICATIONS**

Contribute to marketing efforts by handling media relations, social media content creation, newsletter and blog writing, marketing analytics tracking, grassroots outreach, photo archiving, and video editing. This role requires excellent writing and communication skills, proficiency in social media platforms, and basic skills in Canva,



Adobe Creative Suite, and video editing software. Keeping abreast of news and current events, particularly in music, arts, and social media, is also essential.

### **SUMMER WORKSHOP + JAZZ FESTIVAL MUSICAL EQUIPMENT MANAGEMENT**

Join our equipment team for the Summer Workshop + EL PASO JAZZ FESTIVAL! You'll be responsible for managing inventory and coordinating equipment requirements for different ensembles at The Jazz Exchange Summer Workshop, including student and alumni ensembles, as well as overseeing daily concerts. This role requires expertise in production logistics, physical stamina and strength, proficiency in handling heavy equipment, and a deep understanding of musical instruments.

### **APPLICATION DEADLINE**

Ongoing – Applications are currently being accepted for Summer 2024 internships.

### **PROGRAM START DATE**

Tuesday, May 7th, 2024.

### **LOCATION**

The Jazz Exchange - Zoom Meetings (Weekly)

On-site visits and meetings will be scheduled at various locations for preparations.

### **TIME REQUIREMENTS**

Our working hours are from 9:00 AM to 6:00 PM on weekdays. We are seeking interns who can commit to at least 4 days per week for 10-12 weeks.

Summer Workshop intern hours will transition to full-time during the week of June 17th, with potentially long days anticipated leading up to the EL PASO JAZZ FESTIVAL during the week of June 24th. Preference will be given to those who can commit to a full-time schedule during that period. All summer interns, regardless of focus, must participate in four to five Festival and workshop-related events outside of their designated areas.

We kindly request that all summer interns also attend the EL PASO JAZZ FESTIVAL on Saturday, June 29th, 2024, from approximately 7:00 AM to 12:00 AM.



## **CANDIDATE QUALIFICATIONS**

- Pursuing BS/BA.
- Prefer a GPA of 3.0 or higher.
- Musicians or Music related fields are strongly preferred.
- An interest in music and nonprofit administration.
- Excellent oral, written, and communication/presentation skills.
- Spanish language skill is a plus.

## **PHYSICAL DEMANDS**

Must be able to move objects or equipment up to 25 pounds.

## **COMPENSATION**

This volunteer position offers credit for community service hours and includes professional mentorship and administrative reporting to fulfill academic credit requirements.

## **JOB TYPE:** Internship

College credit is provided for all positions based on the weekly time commitment.

## **DIVERSITY, EQUITY & INCLUSION**

We are proud to foster a diverse and inclusive workplace where all voices are valued and respected.

## **DEVELOPMENT**

We are committed to ongoing learning and development opportunities for all team members.

## **CONFIDENTIALITY**

We rely on our team members to uphold confidentiality and safeguard the integrity of our events, operations, and any sensitive information shared. This ensures the safety and security of our organization, clients, contractors, and team members who collaborate with The Jazz Exchange.



## **SCHEDULE**

This position is part-time and offers both on-site and remote work options, with a total of 15 hours per week. The schedule is as follows: Monday, Tuesday, Wednesday, and Thursday, from 10:30 AM to 2:30 PM. Hours and dates may be subject to change to accommodate workload fluctuations and meet deadlines as necessary.

## **STATUS**

This is a part-time volunteer position, where hours are tracked and credited as community service hours.

## **DEPARTMENT**

Summer Workshop & Jazz Festival Team

## **REPORT TO**

Director of Summer & Jazz Festival

## **ADDITIONAL SUMMER & JAZZ FESTIVAL MEMBERS YOU WILL WORK WITH**

Artistic Director, Assistant Coordinator, Student Services Director, Teaching Assistants

## **HOW TO APPLY**

Please reach out to us at [thejazzexchangecontact@gmail.com](mailto:thejazzexchangecontact@gmail.com) with the subject line: **"2024 Summer Internship"** and include the position you are interested in along with your resume. Our team will be in touch with you shortly. We appreciate your patience as we receive a high volume of emails and strive to respond to everyone.

The Jazz Exchange is proud to be an equal opportunity employer. We do not discriminate based on race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. Please let us know if you need assistance or accommodation due to a disability.