

ARTS STUDENT

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New York Jazz Organization internships@arts.org

Dear Hiring Manager,

I am writing to express my strong interest in the Music Administration intern position at New York Jazz Organization. As a singer and music manager, I am incredibly passionate about pursuing a professional career in Arts Administration. Academically, I am pursuing a self-designed major about the concept of value within music, which focuses greatly on the role of the music industry and music listeners. One of my three core case studies of the value of music is Jazz; understanding its history and contemporary role in the world. Some of my related coursework thus far has involved consulting for a Jazz non-profit in Durham, NC. I would love the opportunity to learn more about music management, and how management fits within the scope of an artist's overall team. As an eager, passionate, aspiring arts administrative professional, I know my background and leadership experience within various music and arts fields would benefit my work at New York Jazz.

I am currently an artist manager at Small Town Records, a recording label in Durham, NC. I was appointed to the position of music manager at Duke University, and I coordinate the work of my signed recording artist, Julie Williams, along with her team of musicians, marketers, sound engineers, and the Small Town Records executive board. Working with many different departments gives me a greater breadth of learning and stronger interdisciplinary experience. I plan social media strategies with my two marketers, which increased Julie's follower count from 300 to 1800 in four months. My work currently encompasses creating a strategic plan based on trends in the music industry, working with streaming and marketing programs, helping produce musical content, promoting live performances, and positioning Julie for a post-graduate career as a professional singer in Nashville. After a full year of strategic short and long-term planning, Julie and my team will release our first EP, meeting our semester-long set deadline. As a result of my work this semester, I have been promoted to the position of Vice President of Artists & Repertoire and Management for this upcoming year.

As the first-ever Arts Administration Apprentice at the Palm Beach Opera, I learned directly through the Opera company staff how to plan and program a season, cultivate relationships with patrons, and plan and execute a showcase event with 100 attendees. I analyzed Facebook algorithms and developed an advertisement. I learned how to appeal to donors by writing year-end appeals, and followed the planning for the Annual Gala. My interface with opera patrons included processing ticket sales and representing Palm Beach Opera's education program to donors at the annual waterfront outdoor concert. I also notably planned and executed a recital event and reception for the Opera's voice studio. Through this experience I learned to analyze the success of social media strategies, considered new factors to communicate with and expand upon audience and donor bases, and developed expertise in event planning.

My experience working in diverse artistic planning positions me as an ideal candidate for an intern position at New York Jazz Organization, and I would be excited to bring this passion and dedication to an exciting and engaging music administration position this summer.

Thank you for considering my application, and I look forward to hearing from you soon.

Sincerely,
Arts Student