Paradigm Talent Agency
Music, Concert Booking Fall 2017 Internship
Part Time & Full Time, Paid
Office Locations: Los Angeles, New York, Monterey, San Diego, Chicago, and Nashville

ABOUT PARADIGM

Paradigm Talent Agency is a team driven by a passion for creativity and artistic development that help guide the careers of a dynamic roster of talent. Built on a tradition of independence and entrepreneurialism, Paradigm's fundamental purpose is to provide guidance and expertise to artists seeking to bring their vision to life and build lasting careers in the process. With offices in Los Angeles, New York City, London, Monterey, Nashville, San Diego, Oakland, and Chicago, Paradigm provides representation with a personal and purposeful touch to clients across various areas of entertainment including television, music performances, motion picture, theatre, book publishing, digital, commercial/voiceover, content finance, media rights, brand partnerships and beyond. Paradigm's Talent and Literary divisions represent clients such as Adrien Brody, Domhnall Gleeson, Mark Harmon, James Wan, and Stephen King while the Music department represents artists such as Coldplay, Sia, Ed Sheeran, Imagine Dragons, Skrillex, Diplo, Lorde, Phish, and many more. Paradigm was named Pollstar's Music Agency of The Year in 2016.

ABOUT THE INTERNSHIP

An Intern is responsible for performing a variety of administrative tasks to provide support to the agency's operations. The role provides the intern a broad understanding of the entertainment industry and the representation business in particular. In addition to being organized and efficient, candidates should possess a strong understanding and interest in the live music industry. Interns will have the opportunity to learn all steps of the booking process, participate in regular Lunch & Learn sessions, and work in a friendly, fast-paced and highly competitive environment. Possibility of full time Floater and/or Assistant work upon graduation exists for top performers. Some of the main roles and responsibilities of a Music Intern include:

- Entering venue holds, show offers and show finals into the tour database.
- Generating tour itineraries and ticketing reports.
- Review on-sale and ticket show information.
- Work on special projects such as festival research, tour histories, weekly charts, and press reports.
- Take on additional tasks and responsibilities as assigned for the music department.

QUALIFICATIONS AND REQUIREMENTS

Must have high level of interpersonal skills to handle varied personalities and sensitive situations.
Position requires demonstrated poise, tact and confidentiality.
Work requires excellent attention to detail, ability to prioritize and meet deadlines.
Prior music industry internships is a plus.
Computer literacy is a must.

APPLICATION PROCESS:

Visit Paradigm's career page on the company website and apply to the appropriate office location:
https://www.paradigmagency.com/careers/

In your application, please note whether you are interested in and available to intern Full Time (Monday – Friday) or Part Time only (2-3 days/week).

No Calls Please.