



MN2S Artist Agency – Internships/Work Experience

MN2S Artist Agency offers placements for individuals looking to gain internships or practical work experience in the Agency field of the music business, working closely with our Agents and Assistants. You will need to dedicate a minimum of 3 months to enable you to gain a more complete understanding of our business.

Your time at MN2S will provide you with an invaluable work experience in a desirable field which is historically difficult to get into, providing a 'real life' experience within the music industry, and will create the potential for future work for you with the company.

Tasks:

- Mail outs of promotional material such as artist biographies, music releases, and press pictures to promoters for potential bookings.
- Learning the nuts and bolts of our booking and contracting systems.
- Chasing contractual information from clients.
- Updating artist hospitality and technical riders required for performances.
- Issuing contracts and invoices to promoters and bookers
- Inputting of contractual information into the appropriate database systems.
- Working with Microsoft Office programmes such as: Outlook, Excel, Word, Access
- Collating press cuttings via print and internet, keeping all relevant information up-to-date.
- Researching, compiling and organising new and current promoter & business contacts to build on our comprehensive database.
- Contacting promoters – offering available dates for potential Artist bookings.

Please send a CV and relevant covering letter stating the period you would be available for to:

Timothy Burnett – tim@mn2s.com

Compensation will be discussed for out of pocket expenses.