

## **Requirements for Posting Internship or Job Opportunities To The Music Business Network**

Thank you very much for your interest in obtaining interns and/or employees from The Music Business Network!

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*In order to post your internship or job opportunity, please provide the following information (as an attachment) via email.*

1. Please state the name of your company
2. Contact information (including who should be contacted and the preferred method of contact)
3. Indicate whether it is a paid or non-paid internship (for credit only) – or – if this is a job opportunity the position's base salary
4. The number of days or hours per week you would like the intern in your office – or – if this is a job opportunity whether or not this is a full or part time position
5. A brief description of the intern or potential employee's duties and responsibilities
6. A brief description of your company (history, mission statement, location)
7. Whether or not there are any special qualifications needed (ex. music production experience, HTML for web design, etc.)

### **Please note:**

The Music Business Network will not post ANY opportunities on behalf of companies who do not occupy commercial office space. Postings from home-based offices will not be distributed to MBN members, in order to ensure their safety.

### **Submit Your Internship Opportunity (as an attachment) to:**

Kathryn N. Sano  
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