



WOMEN IN JAZZ ORGANIZATION

2021-2022 Women in Jazz Organization Internship Program

Women in Jazz Organization is looking for a new intern to join the WIJO Internship Program in Fall of 2021! The WIJO Internship Program is a great way for up-and-coming music-community leaders to gain real, hands-on professional experience and insight into the day-to-day activities of a start-up nonprofit organization. The internship program is designed for motivated students or young professionals who are interested in gaining the real-life multifaceted skills that it takes to run an organization and its affiliated programs in today's music industry. The WIJO Intern will receive a meaningful, educational, and enjoyable work experience and work with established jazz musicians-turned-community-leaders, while being exposed to the broader music industry environment. A full description of the internship program is below. If interested in this opportunity, please submit a resume to womeninjazzorg@gmail.com with the subject "WIJO INTERN 21-22"

2021-2022 Women in Jazz Organization Internship Program Description

Job Title Within Program: Intern (Part Time Position)

Areas: Music, Arts/Music, Administration, Marketing/Advertising, Promotion, Nonprofit, Writing, Graphic Design, and Communications.

The WIJO Mission Statement:

Women In Jazz Organization intends to help level the playing field in Jazz, so that women and non-binary people have equal opportunity to participate in and contribute to Jazz, leading to an improved and more rich, diverse, and successful art form. WIJO is committed to honoring Black Americans as the creators of Jazz

The WIJO intern will act as administrative support to WIJO, the WIJO Mentors Program, and to generally help further the WIJO mission. The WIJO Intern will report directly to the WIJO Leadership Team. Video editing and graphic design skills are a plus. Passion for music, the performing arts, and knowledge of jazz is a must. Black, Indigenous, Women and gender non-binary people are encouraged to apply. The role is approximately **6-8 hours** a week. Responsibilities may include:

- Sending out communications and drafting emails to disseminate to the Friend's of WIJO mailing list
- Maintaining WIJOs contact list and calendar
- Curating WIJO's Instagram and Facebook presence, including creating graphics, editing video, and copywriting. Knowledge of Canva and/ or Adobe is a plus.
- Assisting with the WIJO Mentors program
 - Drafting and sending emails and communications to WIJO Mentors and Mentees
 - Assisting in organizing and promoting virtual events
 - Maintaining WIJO Mentors' contacts and calendar
 - Assisting with program outreach and promotion

Preferred Qualifications/Traits:

- Music background or knowledge, including Jazz/ Black American Music (strongly preferred)
- Advanced skills and experience in writing and/or editing
- Strong analytical and creative problem solving skills
- Ability to work independently and efficiently
- A willingness and desire to grow and learn
- Takes direction easily
- A passion for human rights and activism and a desire to further WIJO's mission

Requirements:

- HS degree required
- Familiarity with Google Apps, Facebook, Instagram, and Photo Editing Software (i.e. Photoshop/Canva)
- Excellent written communication and organizational skills

Salary: The WIJO Internship is an educational program. Interns are not paid for their participation in this program. College credit may be available. Opportunity for future paid work (outside of the Internship Program).

Program Location: This position will be entirely remote, with the possibility of some in-person meetings and events in New York City depending on the intern's location and COVID-19 conditions.

A little bit about WIJO:

The Women In Jazz Organization is a collective of over 500 professional performing Jazz Musicians who identify as Women or gender Non-Binary. WIJO aims to improve the experience of women and non-binary people in jazz through focusing our work on three main goals:

- To empower individuals in the organization
- To foster inclusivity, solidarity, and strengthen the intersectional community of women and non-binary people in Jazz
- To address inequalities in Jazz culture and on the Jazz scene through activism

Largely a New York City-based organization, with connections to other individuals and groups nationally and internationally. Women in Jazz Organization was founded by NYC Saxophonist Roxy Coss, to address many of the issues that Women and Non-Binary people in the Jazz world are facing on a daily basis. Roxy joined forces with Vocalist Aubrey

Johnson to plan WIJO's very first "Monthly Meeting" in July 2017, which included 12 women, and was held at the Local 802 Musicians Union in NYC. From there, the WIJO Leadership Team quickly grew to include Vocalists Tahira Clayton and Sirintip (Tippan) Phasuk. WIJO has now grown to over 500 members, and our leadership team has come to include vocalist Allegra Levy in addition to Tahira and Roxy. The organization contains several committees with respective project directors and coordinators, and even an intern, that work hard to keep things running.

Disclaimer: This program description only provides an overview of job responsibilities that are subject to change. Travel, housing/relocation will NOT be provided for this program.

To Apply: Please attach a current resume and send to womeninjazzorg@gmail.com with the subject, "WIJO INTERN 21-22."

Application Process: If your resume passes the initial screening, you will be contacted to fill out a short application via Google Forms. If your application passes this screening, you will be contacted to schedule an interview with WIJO Leadership. There may be a second round interview. Interns will be selected after these interviews.

If interested in this opportunity, please submit a resume to womeninjazzorg@gmail.com with the subject, "WIJO INTERN 21-22."

Best,
WIJO Leadership