

marmoset

Marmoset is seeking Operations interns

This internship opportunity requires someone with introductory experience and strong interest in learning about music licensing and the art of putting music to picture. The Operations Intern works behind-the-scenes of the studio, working on various administrative tasks, including but limited to: project management, contacting and following up with vendors, assisting in event planning and logistics, and organizing and archiving documents on the company server. The ideal candidate is highly personable, detail-oriented, can easily adapt and learn new skills, and isn't afraid to roll their sleeves up and work on the tasks that keep an studio functioning smoothly. Essentially, we'd like you to begin with us as a student -- one who will first listen, study, and learn. Some knowledge of music and film is a plus.

You

Basics: A strong interest in growing your administrative experience and in learning and developing new systems and processes. You eat deadlines for breakfast and juggle many details with ease. Managing detailed lists, multiple priorities and short timelines are your superpowers. You like to have fun, and want to be part of a killer team.

Personality: You're a people person. Upbeat and willing to jump in wherever you're needed. You're both analytical and creative-minded. With a little guidance, you can run with things and make them your own. You play well with others. You welcome criticism and often seek critical feedback.

Abilities: Strong attention to detail, organized, fast learner. You seek out learning opportunities and are proactive. Excellent computer skills including iOS, Google Drive and file management.

Experience: Project management knowledge and a track record of keeping projects on time and budget. Demonstrates the ability to juggle many projects and people at once. Event knowledge is a plus

Passion: Desires to be part of a team and work in a familial environment. A passion for learning, meeting new people, maintaining relationships and making a difference in the world is highly recommended. Love of music, film, art and creativity is required.

Marmoset

A small-ish Portland, Oregon based creative agency with BIG dreams. Launched in 2010 and slowly, steadily growing.

Small, familial work environment that's fun, offers flexibility and cares deeply about what we do.

It's more than a business. Marmoset is focused on fostering a sustainable community and relationships, supporting and cultivating blue collar, hard-working artists, the art they make and the lives and families they lead.

Marmoset has been recognized as one of the "Fastest Growing Companies in Oregon" and "100 Best Companies to Work for in Oregon."

We work hard and play hard. Occasional 50 hour work weeks are offset with long weekends, unlimited paid time off and tons of flexibility.

Learn more about our culture and values by watching a TED Talk by our Co-Founder, Ryan Wines:
<https://www.youtube.com/watch?v=ZX-wTxC35wo>

Culture: Marmoset fosters a progressive culture and work environment with a high degree of trust, collaboration and level of care that's hard to find.

Pay: This is a paid internship position that offers \$10/hr for 3 days a week or college credit. A six month internship timeframe is preferred.

APPLICATION PROCESS

Please submit a one page resume with a one or two page letter of interest in PDF format, along with 2-3 references and please address the questions below.

In your letter, please be sure to include a statement of purpose (100 words maximum). Tell us your story...What are your superpowers? What's your kryptonite? What do you do for fun? Tell us about your personality. Why do you consider yourself a good internship candidate? Please include anything that you think might better help us get to know you.

You should elaborate on what makes you a good fit for a role in Operations at Marmoset. Why are you interested in project management and events? What sort of tools and systems do you use to stay organized? Tell us about your passions and about any other skills you bring to the table.

Most importantly, how do you see yourself making an impact at Marmoset?

The closing date for this position is May 5th, 2017. We will review candidates on a rolling basis as applications are received, so the sooner you apply, the better. Please **carefully follow the application guidelines and questions**. Applications that do not strictly follow the above guidelines may not be considered.

Please email your complete PDF to opportunities@marmosetmusic.com