



131 West 3rd. St.
New York, NY 10012

Marketing Administration Internship

Blue Note Entertainment Group is the owner and operator of Blue Note Jazz Clubs worldwide and Sony Hall in New York City. Since 1981, Blue Note Jazz Club has been a cultural institution in New York City and one of the premiere jazz clubs in the world. Blue Note strives to preserve the history of jazz, and the club is a place where progression and innovation - the foundations of jazz - are encouraged and practiced on a nightly basis. In addition to the main acts that feature the likes of Chick Corea, Joe Lovano, John Scofield, and Chris Botti. After 40 years of success, Blue Note continues to carry the torch for jazz into the 21st century in the cultural heart of New York.

The Marketing Administration internship will coordinate key projects which support brand development at Blue Note New York. We are looking for a passionate music lover who excels in time management, organization, creative thinking, and the ability to adapt to evolving digital trends.

Key Responsibilities:

- Supporting organic social media objectives such as event creation, content sourcing with our social media agency, and overseeing our Twitter account
- Grassroots show promotions for online event calendars with bandsintown, Fusicology, WBGO, etc.
- Coordinating tourist and hospitality promotions with local concierges and businesses in Manhattan
- Updating all front-of-house marketing materials in coordination with our Box Office Manager
- Support organized archiving of all show images, marketing content via Dropbox