



# Entrepreneurial Internship

- Time frame: May 20 2019 - July 26 2019
- Weekly Hours: 8 to 20 hours per week
  - Flexibility: schedule will work around the intern's class schedule, exam preparation, university holidays, and any other school-related responsibilities

## Job Description:

The Entrepreneurship Intern aids in the continual development and implementation of all business development, marketing, and public relations plans. He/She will accomplish this by maintaining and expanding all current business and marketing methodologies, including press, advertisement, website management, social media, operational programs, and administrative systems. He/She is also required to assist the administration in ensuring that all Ryan Ace Music customers are up-to-date with the latest news.

The Entrepreneurship Intern is an in-office position. Every week the intern and his/her immediate supervisor will meet in order to go over the intern's accomplishments and what their tasks are for the following week.

## Duties & Responsibilities:

- Innovate new methods of entrepreneurial development and assist with operations
- Create regular business reports on performance and developmental strategies
- Effectively manage and categorize Ryan Ace Music's audience according to marketing channels
- Innovate new methods of marketing (digital press, social media, Google AdWords, etc.)
- Analyze product pricing for local markets
- Ensure that all business promotions and advertisements are curated properly before displaying publicly
- Obtain knowledge of all new trends, news, and products relating to the musical world

- Contribute to team effort by accomplishing related customer satisfaction results as needed
- Maintain product information and contact lists up-to-date

### Skills and Qualifications:

- Basic knowledge about music and current events involving music
- Ability to multi-task and prioritize work
- High level of accuracy and attention to detail
- Strong communication skills, both written and verbal
- Able to adapt accordingly to office assignment changes
- Documentation & organizational skills
- Proficiency with office & business programs (Microsoft Office, Excel, Quickbooks, ZoHo, Square, Stripe, etc.)
- Expertise with online marketing (Google AdWords, Facebook Business, Mobile Marketing, etc.)
- Sophomore, Junior, Senior or Graduate student with good academic standing

### Additional Information:

- Intern will report directly to Ryan Aceituno for Entrepreneurial mentorship and assigned tasks
- Several networking opportunities will be available during the course of this internship

### Application Process:

- **Submit resume to Ryan Aceituno - ryanacemusic@gmail.com**
- **Please email your resume by April 1st, 2019.**
- **If you are accepted for the internship, you will be notified on or before April 8th, 2019.**
- **For any questions during the application process, please send an email.**

### Company Information

- Website: ryanacemusic.com
- President: Ryan Aceituno
- Product Lines: Musical instruments, accessories and instructional materials.
  - Services: music education, student sponsorships, online marketing partnerships.