

Association of Independent Music (AIM): Music Business Intern



AIM is the not-for-profit trade body that represents the UK independent music industry. Now in its 19th year, AIM acts for most of the independent market, with over 800 members from the largest and most respected record labels and associated music businesses in the world to self-releasing artists and the next generation of entrepreneurs in music. We promote and support this exciting and diverse sector globally and provide a range of services and practical help to members, enabling them to grow, grasp new opportunities and break into new markets.

Role: Music Business Intern

Reporting to: **Head of Legal & Business Affairs**

Intro:

This is an exciting opportunity to join a small, dedicated and sociable team as the Music Business Intern, assisting the Head of Legal & Business Affairs and supporting the rest of the AIM team in all activities, with a specific focus and interest on gaining a real knowledge of the music market and its workings, supporting legal, finance, and member events.

The successful candidate will have a degree or equivalent qualification and/or background in music business with a keen interest and strength in law. You will have a general understanding of copyright and company law, the thriving UK independent music sector and developments in technology and music consumption.

Duties include:

- Organise Board and AIM's member committee meetings.
- Prepare Board and committee meeting documents, including taking minutes.
- Assist with general in-house legal responsibilities, such as Companies House filings and monitoring agreements to completion.
- Assist the Financial Controller with member finance issues.
- Conduct research for AIM's industry-wide projects.
- Support the team in the run up to and assisting at our events, including our AGM, Indie-Con, Music Connected, Trade Missions, AIM Academy workshops.
- Build strong relationships externally and internally (team, members, trade bodies, organisations etc.)
- Represent AIM at industry conferences and events

Personal spec:

- You'll be an enthusiastic self-starter with a diligent work ethic and overview knowledge of and interest in new music and the independent sector.
- You'll be flexible, quick to adapt and comfortable with working on a host of tasks and projects.
- You'll have a demonstrable interest in music business trends and evolution.
- You'll be entirely comfortable using the full Microsoft Office Suite, online cloud storage systems such as Office365, Google Docs, Dropbox.
- You may be using time-saving apps such as Evernote, One-note, CRMs, Task-managers & password lockers.
- Improving and streamlining processes at work comes naturally to you.
- You'll be keen to share your ideas in team meetings and comfortable receiving feedback.
- The successful applicant will find themselves being part of a close-knit and dedicated team with an exciting opportunity to build their knowledge and network.

Location: Chiswick (nearest Tube: Stamford Brook) – Office Move to Central London in the planning stages.

Salary: entry level

Start: immediate

Term: up to 6 months

Association of Independent Music Ltd
Lamb House
Church Street
London
W4 2PD

Please send your CV and cover letter to our head of Legal and Business Affairs, Gee Davy at gee@musicindie.com.