



Internships and Work Experience at Coda:

We offer placements for individuals looking to gain internships or practical work experience in the Agency field of the music business, working closely alongside our Agents and Assistants.

- A period of at least 3 months would be preferable to enable you to gain a more complete understanding of our business.
- You would be working on Microsoft Office Programmes such as Outlook, Excel, Word and Access.
- A general outline of what you would be involved with are as follows:
Mail Outs: sending out cds to promoters for potential bookings, along with biographies and press where required.
Press: collect and collate any press received or have access to on the Internet for our Artists, keeping all relevant information up to date and filed.
Riders: keeping up to date riders and technical information required for Artist's performances.
Logging and contract systems: chase up contractual information required, enabling the issuing of deal memos/contracts. Inputting of contractual information into the appropriate database systems once all information has been received.
Promoters: contacting promoters for available dates for potential Artist bookings. Compiling and organising contact information to help create a comprehensive database.
- Compensation will be discussed for out of pocket expenses.

What you gain from this: This provides work experience in a field of interest, creates a springboard to a future career, provides a "real life" experience with a short term commitment, strengthens background in field of choice, helps create the potential for future work with the company, provides potential work-related references and creates an opportunity for networking.

What Coda will gain from this: it creates a candidate pool for future hiring, provides firsthand knowledge of abilities of potential future employees and enhances functions of the office by providing extra manpower.

Please send a covering letter, advising the time period you would be available and your cv to Maryann Spencer at the following email address: maryann@codaagency.com

Employment Opportunities at Coda: For future employment opportunities within our company as Agent, Assistant, Accountant etc., please send a covering letter and your cv to Maryann Spencer at the following email address: maryann@codaagency.com

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