

Thanks for your interest in interning with us.

Here is some information about how we do internships, followed by an Application. Please review the information, fill out the application and send it back in the body of your email (NOT as an attachment).



### **Thrill Jockey Records - Internship Information and Application**

Thank you for your interest in interning at Thrill Jockey Records. The help we get from our dedicated interns is an absolutely crucial part of everything we do. It is also our goal to make sure that the experience is educational, enlightening, and hopefully even an enjoyable experience on your end. So first, I'll tell you more about how our internships work. Then, I'll get some information from you to determine how to best make things work.

#### **Here are some basics:**

- ◆ Internships are unpaid, but can be completed for college credit (we'll happily fill out the necessary forms and facts, just give them to us in advance of any deadlines)
- ◆ Intern hours are **11am - 6pm**, usually one day per week. You should be able to commit to your day of the week for at least two months. Any days off or changes to that schedule should be discussed in advance.
- ◆ At least the first **4 weeks** of the internship will be focused on the production department, with tasks including assembly and stock management. This is where everyone starts (please see below for a note regarding assembly work).
- ◆ Based on the tasks at hand, subsequent weeks of the internship will be focused in one of our other departments, based on your areas of interest and where we think you might fit well, with some amount of production work during the later period of the internship as needed.
- ◆ Interns will receive **1 promo CD** at the completion of each work day as thanks for your help. You can choose from most titles in the Thrill Jockey catalog.
- ◆ If you have availability beyond the one day per week or the normal 12 weeks of the internship and are interested in coming in more than that, let us know as both are sometimes possible.

If what you're looking for in an internship is something glamorous and glitzy, you may not find it here. Some tasks will be tedious and possibly even a little dirty. However, if

you want to really learn about the workings of an established fully-independent profit-share label, or maybe you want to learn what words like "independent" really mean, that we can do. We're always very happy to answer any questions and tell you about what it is that we do here.

As with most things in life, we are of the opinion that what you will get out of the experience of interning is relative to what you put in, so dedication and diligence will be rewarded with challenges and responsibilities that will make your internship a more valuable experience; flakiness and apathy will not. While we certainly understand the difficulties of "working for free," if you don't want to be here, there's not much reason for you to be. But if you are interested in learning and helping, we'd love to have you!

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**Regarding Assembly Work:**

It's very important to emphasize that we view this task as one of the most important tasks in the building. Quite literally, the way our records are assembled is a reflection on Thrill Jockey in the eyes of the record buying public who see our records on the shelf or mail-order them. The way records are assembled is also a very clear reflection on the person doing the assembly, so we think it's a great way to get a feel for someone's work ethic and interest level. Both literally and figuratively, assembly work must be done and done well before we can move someone on to other tasks - literally, because if we don't have the records put together and ready to sell, then the rest of what we do isn't much use, and we won't be able to move you on to work in other areas.

Everyone who works at Thrill Jockey has done our share of assembly, thousands of them, and we continue to do so on a regular basis, and generally enjoy doing so. Short of playing on a record, putting it together is a rare opportunity to have a real hand in what we put out. Again, dedication and diligence will be rewarded with challenges and responsibilities that will make your internship a more valuable experience; flakiness and apathy will not. So, we hope that anyone who interns with us will approach the task of assembly with enthusiasm, attention to detail and a willingness to learn (or maybe even teach us a new trick).

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Maybe you're already familiar with the label, maybe not - we definitely encourage you to poke around our website at [Thrilljockey.com](http://Thrilljockey.com) either way. On the next page, we'll get some information to learn a little more about you.

Who are you? What do you want? Please have fun with this application. Please note that Thrill Jockey's A&R chief, Pope, can sniff out a liar from 100 yards. You can either return this application in an email, as an attachment, or by fax or mail if you prefer. Please let us know if you have any questions, and we look forward to hearing from you.

Thrill Jockey Records

Email - [alex@thrilljockey.com](mailto:alex@thrilljockey.com)

Web - <http://www.thrilljockey.com>

Phone - (312) 492-9634

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Mail - PO Box 08038, Chicago IL 60608



## **Thrill Jockey Records - Internship Application**

**Name :**

**Email :**

**Address :**

**Phone :**

Please feel free to attach a resume if you have one. Please answer the below in as much detail as you like, and feel free to include any additional information that we may have forgotten to ask about.

### **When are you available to intern?**

The standard internship period is 12 weeks (~3 months/ 1 season). You can give specific dates or a general range of time (e.g. immediately, summer, etc.).

### **What days of the week are you available during that time?**

Please give us at least one day of the week that you can commit to coming in, 11am-6pm, for the full 12 week period of the internship. Any days off or changes to the schedule will need to be discussed in advance.

### **What do you hope to accomplish or learn in this internship?**

### **Do you have any relevant experiences, work or non?**

### **In which departments are you interested in focusing during your internship?**

Please rank the following in terms of your level of interest, and tell us about any relevant experience in that area you may have already.

Production & Warehouse Management

Press & Online Publicity  
Online and Digital Marketing  
Electronic Distribution  
Retail Marketing and Physical Distribution  
Radio Promotion  
Accounting

- 1.
- 2.
- 3.

Is there anything not listed above that you're hoping to get out of an internship?  
Is there anything you're uncomfortable doing or unable to do that we should be aware of in advance?

**Do you have a favorite Thrill Jockey recording artist? Who and Why?**

**Dave Heumann is in what Thrill Jockey bands?**

- 1.
- 2.
- 3.

**In what year was Thrill Jockey founded, where and by whom?**

**What are your Top five records, films or other works of art of all-time?**

- 5.
- 4.
- 3.
- 2.
- 1.

**What was the first piece of music you remember buying? (be honest...)**

**Stones or Beatles?**

**Cubs or Sox?**

**Rain or shine?**

**What extra curricular, voluntary, philanthropic activities, or fraternal organizations are you involved in?**

**Do you believe membership in any of these organizations may compromise the security of Thrill Jockey Records, the United States of America, or any of its allies?**

Thank you for taking time to complete this application. We'll be in touch.