



Pleasant Mountain Music  
2435A Granville Street, Vancouver, BC  
778-872-8422  
[owners@pleasantmountainmusic.ca](mailto:owners@pleasantmountainmusic.ca)  
[www.pleasantmountainmusic.ca](http://www.pleasantmountainmusic.ca)

**JOB TITLE:** PERSONAL ASSISTANT  
**JOB TYPE:** Internship, 4 months - April 1 or 15 until July 31, 2026  
**PAY RATE:** unpaid (\$500 honorarium)  
**BENEFITS:** Training and perks  
**REPORTS TO:** Owners & Studio Manager

### **BACKGROUND:**

PMM is a small but mighty music school located in the trendy South Granville neighbourhood of Vancouver. As a result of our consistent, and continued growth, we are in need of a Personal Assistant (PA) to support our teaching staff. This internship will take place over a maximum of 3 days a week, or up to a maximum of 12 hours per week. This job is suitable for some remote working (1-day a week), though training will take place entirely in person at our Vancouver studio location. Ideal candidates will have some familiarity with or interest in learning about, event scheduling and Google business suite, and possess excellent communication, interpersonal skills, along with a team-oriented mentality. Benefits to taking on this internship include: hands-on training in music-specific industry. Training on the use of modern digital software tools. Training and skills up grade on best-practices of calendar schedule coordinating. Training on graphic creation using the software Canva.

### **INTERNSHIP DESCRIPTION**

Our Personal Assistant will mainly be responsible for handling the schedule for 2 of PMMs busiest teacher-contractors. One who teaches 5 days a week, and the other who teaches 2 days a week. The PA will take attendance using the PMM software called MyMusicStaff (training provided) and help move, cancel, and add music lessons as per instructions from their assigned teacher. The PA will also occasionally run errands (like picking up milk for coffee, or running to staples for paper). This internship will last for 4 months, and is ideal for nearly-graduated, or recently graduated student, or anyone looking for on-the-job experience and training in the music business. Perks of the job include a free 30-minute lesson or free attendance in a program once per week during the internship, as well as unlimited coffee and tea.

### **RESPONSIBILITIES**

- Provide scheduling support of private one-on-one and group lessons to a maximum of 2 PMM teacher-contractors
- Help manage the personal schedule of a maximum of 2 PMM teacher-contractor
- Run occasional errands
- Assist with smooth operation of PMM recitals (June)



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- Occasional help with the filming of the assigned teacher-contractor students during their lessons (*not required to post on socials! You may be asked to use the studio iPhone to help film a short performance, nothing more!*)
- Occasionally update the graphics for programs run by your assigned teacher (using Canva, training provided)
- Maintain tidiness of the assigned teacher-contractor studio if requested

## **REQUIREMENTS**

- Excellent proficiency with the English language, both written and spoken
- Completion of Grade 11 studies or higher
- Some experience using digital software (google docs, and calendar functions)
- Proactive, motivated, team-oriented, and outgoing demeanor
- Willingness to learn new skills
- Must be available on one of the following days of the week Thursday and/or Sunday (both ideally)

## **ADDITIONAL KNOWLEDGE THAT WILL BE BENEFICIAL TO CANDIDATES:**

- Generally knowledgeable or keen interest in learning about musical instruments
- Generally knowledgeable or keen interest in learning about Vancouver's local music scene
- Knowledge of Royal Conservatory of Music, ABRSM, Kiwanis Music Festival, or other accredited music programs
- Knowledge of school band and/or Vancouver-based community bands
- Familiarity with Discord
- Playing experience and/or training on any instrument
- Email experience (google, hotmail, yahoo)
- Basic Graphic Design understanding (or willingness to learn)