



Dark Heaven LLC – Internship Program – 2026/2027

Dark Heaven is currently seeking interns across six areas: Social Media, Video Production / Post Production, Business Development, Fashion / Apparel Design, Graphic Design, and A&R / Label Representation.

Each internship provides hands-on experience within an independent music, events, and media organization, with opportunities to collaborate across projects and develop real-world skills. These positions are designed for self-motivated individuals who want to contribute to building something rather than simply completing an internship.

Strong contributors may have the opportunity to continue working with Dark Heaven beyond the internship period through paid work, expanded responsibilities, and potentially longer-term roles within the organization.

A&R / Label Representative Intern

Company: Dark Heaven LLC

Location: Chicago, IL (Hybrid / Remote)

Type: Part-time Internship | College Credit May Be Available

Duration: 3-6 months (approximately 10–15 hours per week)

About Dark Heaven

Dark Heaven is a Chicago-based independent music, events, and media company rooted in underground music and culture. We produce live events, release electronic music, create visual media, develop apparel, and build creative projects that connect music, design, fashion, and technology.

Our record label is focused on discovering, developing, and supporting artists while building releases and relationships that reflect Dark Heaven's evolving musical identity.

Role Overview

We're looking for an A&R / Label Representative Intern to assist with artist discovery, artist outreach, release development, and day-to-day label operations.

This is a hands-on role for someone who actively follows underground electronic music and wants to learn how an independent record label discovers artists, evaluates music, develops relationships, and moves releases from initial conversations through launch.

You'll have the opportunity to research emerging artists and labels, listen to demos and unreleased music, help organize potential signings and collaborations, and assist with communication between Dark Heaven and artists.

You'll collaborate with the Dark Heaven team and may work alongside graphic designers, video producers, social media, event production, and business development team members as releases and artist projects take shape.

The ideal candidate has strong musical instincts, curiosity, professionalism, and a genuine interest in building relationships with artists and contributing to the long-term identity of an independent label.

Key Responsibilities

- Research emerging artists, producers, DJs, labels, and music scenes
- Assist in discovering potential artists and releases that align with Dark Heaven's musical direction
- Listen to demos, unreleased music, and artist submissions and organize relevant material for review

- Assist with artist outreach and initial communication with prospective artists
- Help maintain organized records of artists, demos, contacts, submissions, and release opportunities
- Research artist history, existing releases, labels, performances, and audience presence
- Assist with coordinating communication between artists and the Dark Heaven team
- Participate in discussions surrounding potential releases, collaborations, remixes, and artist relationships
- Assist with collecting release materials including masters, artwork, credits, metadata, biographies, and promotional assets
- Help review release information for completeness and accuracy before distribution
- Assist with release timelines and coordination between artists, design, video, social media, and other team members
- Support artist relations before, during, and after releases
- Attend Dark Heaven events and relevant local shows when possible to discover artists and build relationships
- Research trends and developments across techno, house, electronic music, nightlife, and independent labels
- Assist with maintaining Dark Heaven's artist and industry contact network
- Participate in creative and strategic conversations about the label's evolving sound, roster, and direction

Music & Label Knowledge

A strong interest in electronic music and independent music culture is essential. Candidates should ideally be familiar with several of the following:

- Techno, house, and related electronic music genres and subgenres
- Underground artists, DJs, producers, labels, events, and music communities
- Music discovery platforms such as SoundCloud, Bandcamp, Spotify, YouTube, and similar platforms
- Digital music distribution and the basic lifecycle of a record release
- Artist credits, metadata, masters, artwork, and release assets
- Basic concepts surrounding record labels, royalties, licensing, and artist agreements
- DJ culture, club culture, nightlife, and live electronic music
- Social media and online communities used for artist and music discovery

You do not need professional record-label experience. We're primarily looking for strong musical curiosity, good judgment, organization, communication skills, and a willingness to learn how independent label operations work.

Tools & Organizational Skills

Experience with digital organization, research, and communication tools is valuable for this role.

Familiarity with any of the following is a plus:

- Google Workspace — Docs, Sheets, Drive, Gmail, and shared project organization
- Spreadsheets or databases for tracking artists, demos, contacts, and release information
- SoundCloud, Bandcamp, Spotify, YouTube, Beatport, Discogs, or similar music platforms
- Instagram, TikTok, Reddit, and other platforms used for artist and scene discovery
- Digital distribution dashboards or music-industry platforms
- Basic Adobe Creative Cloud, Canva, or other creative tools
- Project-management or collaboration tools

What We're Looking For

- Strong interest in A&R, record labels, artist development, and the music industry
- Deep interest in techno, house, electronic music, and underground culture
- Strong ear for music and curiosity about emerging artists and sounds
- Ability to research artists and music beyond obvious or established names
- Professional written and verbal communication skills
- Comfortable reaching out to artists and developing professional relationships
- Organized and able to keep track of multiple artists, conversations, and projects
- Attention to detail when working with artist information, credits, metadata, and release materials
- Ability to communicate opinions about music thoughtfully and constructively
- Self-motivated and comfortable working independently
- Comfortable receiving feedback and adapting to the label's evolving direction
- Chicago-based preferred

Bonus (Not Required)

- Previous experience with a record label, music publication, radio station, venue, promoter, or artist-management team
- Experience DJing, producing music, or organizing events
- Existing knowledge of Chicago's electronic music community
- Experience discovering or curating emerging music
- Experience communicating professionally with artists, managers, agents, or labels
- Knowledge of music distribution platforms and release workflows
- Understanding of music metadata, ISRCs, UPCs, credits, and delivery requirements
- Basic understanding of artist agreements, royalties, licensing, or publishing
- Experience with playlisting, radio, music blogs, or promotional outreach
- Experience with social media, content creation, graphic design, photography, or video
- Existing relationships within music, nightlife, or creative communities

Relevant Work / Experience

A traditional portfolio is not required for this role. Applicants are encouraged to share anything that demonstrates their musical interests, taste, research ability, or involvement in music and culture.

This may include playlists, DJ mixes, music writing, radio shows, event involvement, label or artist projects, production work, social accounts, curatorial projects, or other relevant personal or academic work.

We're interested in understanding what you listen to, how you discover music, and what draws you to particular artists and releases.

What You'll Gain

- Hands-on experience working with an active independent record label
- Experience researching and discovering emerging artists and music
- Practical exposure to A&R, artist outreach, and artist relationship development
- Experience evaluating demos and organizing artist and release opportunities
- Exposure to the full lifecycle of a record release from discovery through launch
- Experience working with masters, metadata, credits, artwork, and promotional assets
- Understanding of how independent label operations and release coordination function
- Experience collaborating with artists, designers, videographers, social media, events, and business development teams
- Mentorship and feedback on A&R, artist relations, label operations, and professional development
- Opportunities to contribute to real Dark Heaven releases and artist projects
- Opportunities to build relationships within Chicago and the broader electronic music community
- Opportunity to build meaningful professional experience within an independent music and creative organization

Pathway to the Dark Heaven Team

These internships are designed to provide an opportunity for strong contributors to continue working with Dark Heaven beyond the internship period.

Depending on performance, contribution, availability, and the evolving needs of the organization, interns may be invited to transition into an ongoing role with Dark Heaven.

Potential opportunities may include:

- Continued paid label, A&R, or artist-relations work and expanded responsibilities
- Increased ownership of artist discovery, outreach, and release coordination
- Taking responsibility for specific releases, artists, or label initiatives
- Expanded involvement in Dark Heaven's events, media, and artist-development projects
- Annual performance-based bonuses
- Opportunities to build and manage relationships with artists and industry partners
- Potential participation in future equity or profit-sharing arrangements, where applicable

While continued involvement is not guaranteed, we view these internships as a potential starting point for building a long-term role within Dark Heaven.

How to Apply

Send an email to events@darkheaven.co with:

- Resume / Cover Letter and a short introduction about yourself
- A brief description of your musical interests and why you're interested in A&R / label work
- Links to any relevant work, playlists, DJ mixes, music projects, writing, social accounts, or other examples you would like to share (optional)
- A short list of artists or labels you've been listening to recently
- Optional: Identify one or two emerging artists you believe would be worth Dark Heaven paying attention to and briefly explain why

Subject Line: A&R / Label Representative Intern – Dark Heaven

