

## Youth Uprising

### IMMEDIATE JOB OPPORTUNITY



**Position Title: Music Production Coordinator**

Reports To: Associate Director of Arts & Expression

Compensation: Full-time, Commensurate with experience. Full benefits.

### About Youth Uprising

In just a few years since it's opening in 2005, Youth Uprising (YU) has gone from a barebones operation to a bustling, 25,000-square-foot, high-tech youth leadership development center.

YU serves Alameda County residents between the ages of 13 and 24 - primarily youth of color from low-income neighborhoods in East Oakland where the center is located. Through innovative, culturally relevant programming in the areas of Media and Performing Arts, Education and Career Development, Social Enterprise, Peace Making, and Health and Wellness, YU attracts an astounding and ever-expanding membership of over 4000 youth.

YU envisions community transformation driven by investments in youth and young adults that result in the personal, social and economic transformation of all residents.

YU exists to build healthy, economically robust communities in East Oakland and the surrounding county, creating social change by harnessing the leadership of young people through consciousness raising, personal transformation, hard skill cultivation and leadership development.

For more information about Youth Uprising go to: [www.youthuprising.org](http://www.youthuprising.org)

### The Opportunity

Youth Uprising offers the successful Music Production Coordinator MPC an opportunity to join a dynamic organization with a compelling mission and a successful track record of attracting, engaging and serving a high-risk population in strategies for personal, professional and community transformation.

In joining YU's staff, the MPC will become part of a high-performing, warm, diverse team that includes people indigenous to the community, those who are deeply committed to social change, and youth within our target population who help to keep the organization attuned to the current realities of youth culture.

The new MPC will be positioned for significant success and ongoing professional growth, as YU develops and strengthens the programs and practices that will position us to become a national leader in youth leadership development and urban community transformation.

### Music Production Coordinator (MPC) - Position Summary

Youth Uprising seeks a mature, high energy, professional to oversee implementation of effective, mission-driven, culturally relevant programming that serves our community and strategically positions Youth Uprising as a leader in the field of youth leadership development and urban community transformation. The MPC is responsible for (1) hands-on leadership and management of YU's music programming, (2) teaching and facilitating media programming, (3) organizing and producing all music for YU.

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Music production includes but is not limited to:

- PRO TOOLS
- REASON
- LOGIC
- Beatmaking
- Mixing & Equalizing
- Song writing
- Reading Sheet Music
- Knowledge of PULSE Music Reading Software (Preferred)

The MPC will serve as a key partner in developing the overall plan for YU's music programming, shaping strategy and programs that take advantage of current and new trends in the media landscape, youth culture and in the fields of youth leadership development, health and wellness, career and education, workforce development and community transformation.

The MPC also will develop/refine and implement tools and processes for effective leadership development, supervision and evaluation of our music programs, program staff and members. With strong relational and organizational skills, the MPC will lead and manage organizational operations, building creative strategies and effective organizational structure to support YU's mission.

The MPC will manage, motivate and mentor the music program staff of interns and the members participating in the music classes offered.

Due to the diversity of YU's staff and constituencies, the MPC's effective and flexible communication skills will be critical to success in this position. Successful candidates will be self-motivated with experience and skills in people, program and project management, music production and working with youth. They will be able to work effectively within a context that requires flexibility, a sense of humor and the ability to flourish in a fast-paced, deadline-driven environment. This position requires someone whose passion for YU's vision is matched with proven experience, creative leadership and the ability to motivate others to ensure the success of individual programs and the organization as a whole.

### Primary Responsibilities

#### *Strategy*

- Lead the on-going development, articulation, and implementation of comprehensive and professional music programming
- Identify opportunities for YU to grow as a leader in the field of music production and build programmatic strategies to take advantage of these opportunities.
- Assess and grow existing music programs to build capacity.
- Collaborate with YU Arts & Culture Team on program and budget planning to best support YU's strategic growth.

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- Support organizational best practices regarding meaningful engagement for young people in organizational development and music production.

#### *Leadership Development*

- Manage, supervise and develop the leadership capacity of music staff and members.
- Ensure the attraction, retention and development of music program staff and members.
- Serve as a leadership development resource for staff and members throughout the organization.

#### *Program Management and Cross-Functional Collaboration*

- Ensure music programming is aligned with YU's vision and mission, and that programs are functioning optimally.
- Implement outreach and promotion plan related to music programming, events and services.
- Collaborate with YU's Community Transformation Director to provide statistics and success stories in the music work to develop resources and best-practices for community transformation and effective work with a high-risk population.
- Collaborate with the Development Team to identify funding sources for music programming and provide needed documentation for funder reporting.

Other duties as needed and assigned.

#### Qualification and Competency Requirements

##### Positional Competencies - required for our Music Production Coordinator

- **HARD SKILLS:**
- Technical proficiency in music recording programs (REASON, PRO TOOLS & LOGIC)
- Minimum of five (5) years experiences in music production as producer, musical director, songwriter, or engineer.
- Proven success as performer and/or producer, with track record of collative work within the music industry.

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- Proficiency in operating sound equipment
- Administrative and organizing skills
- Experience with program planning/ program development/ program evaluation and research
- Experience with community building/ organizing/ campaign development and production
- Training, development and supervision skills
- PEOPLE MANAGEMENT EXPERIENCE - Over two years experience effectively training, developing, managing and supervising a diverse team of leaders in music production.
- PROGRAM MANAGEMENT EXPERIENCE - Experience planning, developing, managing and evaluating music programs.
- PROJECT MANAGEMENT EXPERIENCE - Demonstrated experience organizing and managing music production projects.
- STRONG COMMUNICATION SKILLS - Exceptional oral and written communication skills including the demonstrated ability to research, assimilate and analyze information, compose documents, and present data in a clear and concise manner to appropriate personnel, including the ability to effectively present information to top management, program staff and members.
- AVAILABILITY for occasional evening and weekend work.
- COMMUNITY ORGANIZING and/or YOUTH LEADERSHIP DEVELOPMENT EXPERIENCE is a plus.
- BILINGUAL is a plus.

#### *Managerial Competencies - required at YU for those who manage others*

- LEADERSHIP - Visionary • Articulates goals and objectives and their value • Acts as a positive catalyst for change • Models desired behaviors • Able to inspire and organize others • Builds on strengths and facilitates growth in areas of weakness • Seeks input, assesses risks and makes decisions • Problem-solving approach to challenges •
- PATIENCE - Able to maintain composure and endure under difficult circumstances • Compassionate, especially regarding long-term challenges • Able to withhold judgment/conclusion and take time to inquire into the causes of a situation • Able to manage expectations and measure success over the long-haul •
- INSIGHT/DISCERNMENT - Able to acutely observe and insightfully perceive a situation and/or character • Emotionally intelligent and able to reflect on feelings, motives and needs • Demonstrates good instincts regarding long-term impact and implications •
- PROFESSIONALISM - Adheres to the highest ethical and organizational standards • Best-practice approach to work • Dependability, rooted in a reliable

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continuity of presence, principles and actions • Continuously seeks excellence in what we do and how we do it •

- SENSE OF HUMOR - Able to be real • Able to see the lighter side of difficult situations • Ready to laugh •
- MOTIVATIONAL POWER - Able to articulate goals, build excitement and motivate others to do their best • Able to move people beyond their comfort zone and inspire them to take strategic risks • Elicits other people's realization of their maximum potential • Motivates people to be phenomenal team members • Instills a sense of ownership and investment in the larger vision • Delegates and builds the leadership of others • Inspires others to go 'over and above' and feel good about it •

*Core Competencies - required of all staff for successful performance at YU.*

- HIGH PERFORMANCE - Strong work ethic • Results oriented • High energy • High integrity • Reliability • Committed to Excellence • Takes initiative and gets things done • Demonstrated success in an entrepreneurial setting, with the ability to think strategically while executing tactically within a resource-constrained environment.
- ORGANIZATIONAL SKILLS - Detail oriented • Tracks results • Demonstrates good work habits • Effectively uses their and other people's time • Comes to tasks/meetings well prepared • Has basic computer skills • Develops efficient systems, processes and tools •
- FLEXIBILITY - Adapts to new information or circumstances • Willing to wear many 'hats' to get the job done • Creative in troubleshooting and finding solutions • Able to flourish in a fluid environment •
- POSITIVE ATTITUDE - Able to maintain composure, hope and a sense of humor amid challenges • Able to remain positive and see solutions among difficult issues • Stamina • Able to manage and diffuse stress •
- SOCIAL SKILLS - Able to work with a wide variety of people • Able to communicate with respect and clarity • Open to different viewpoints • Able to disagree without animosity • Self-aware • Compassionate • Collaborative • Able to give and receive candid feedback • A role model •
- CRITICAL THINKING - Thinks interdependently, framing the goals of one department/project within the entire vision • Sees current issues and challenges within a broad framework • Makes decisions that have the greatest long and short term positive impact • Thinks 'outside the box' - beyond given paradigms • Able to access resources (money, people) to advance solutions • Able to reflect on and improve both content and delivery • Open to developing awareness of the structural factors (socioeconomic context) impacting our communities •

**Start Date:** Applications accepted until position is filled.

**Compensation:** Competitive, commensurate with experience. Full benefits.

## **Youth Uprising**

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**How to Apply:** Email resume and cover letter with recent salaries and four professional references to [RFlores@youthuprising.org](mailto:RFlores@youthuprising.org). Include "MPC - [Your Name]" in the subject line.

*Youth Uprising is an Equal Opportunity Employer. Youth Uprising strives to reflect the diverse community it serves.*

*Applicants who contribute to this diversity are strongly encouraged to apply.*