The Music Resource Center—Cincinnati is a non-profit teen program that uses recording and performing arts, as well as life skills mentoring to create a sense of empowerment & accomplishment in the urban community. The organization engages youth grades 7-12, offering unique learning opportunities in areas such as beatmaking, digital recording, and music performance. This is done onsite at its studios in East Walnut Hills, and around the city through its Outreach Programming.

We are currently seeking an Outreach Coordinator to oversee MRC’s fee-based digital music workshops for teens, conducted at different agencies and teen centers in the Cincinnati area as well as assist onsite staff to conduct daily after-school programming with teens. This entails assisting youth individually or in groups with recording and mixing projects, and acting as mentor and positive role model for teen members.

The position calls for proficiency in using music recording and production software, instructing the fundamentals of music and recording to youth, and an ability to embody and maintain MRC’s core values (creativity, integrity, respect, inspire, grow). To start this position will be 25 hours a week, Monday – Thursday from 1:00 – 7:15, with one week of evening programming a month.

Responsibilities:

• Conducting offsite, hands-on digital music workshops using MRC equipment.
• Overseeing MRC’s Outreach Program, managing current programs and relationships, as well as seeking new ones.
• Working with Executive Director to determine programming goals that align with MRC’s mission, the needs of the client, and its students.
• Negotiating fees, contracts, and scheduling for outreach workshops.
• Working with clients to tailor workshops to maximize outcomes for both MRC and clients.
• Occasionally conducting interactive computer music demonstrations to groups of students.
• When not offsite conducting workshops, assisting Program Coordinator with daily after school programming: instructing and mentoring teen members in the studios and computer labs.
• Proactively address issues and provide positive leadership model for MRC teens.
• Occasionally, represent MRC at special events occurring over evenings or weekends, including Fundraisers, Teen Concerts, etc. This may involve running sound and/or chaperoning teens at onsite/offsite events.
• Work onsite with MRC team to maintain a clean and tidy facility.
• Assist MRC team with special projects as they may arise.

Qualifications:

• Bachelor’s Degree, preferably in Audio and/or Media Technology, or equivalent experience.
• Experience working with teens.
• Strong background in popular music history and styles, including familiarity with Rap/Hip-Hop and R&B music. Must also be familiar with or willing to learn about other styles.
• Must have an understanding of rap/hip-hop lyrics and songwriting
• Strong problem-solving skills.
• Ability to engage, teach, and mentor at-risk youth in grades 7-12.
• Ability to work professionally and respectfully, both with teens and adult staff and volunteers.
• Strong organizational and communication skills.
• Competency teaching in audio software including Logic Pro, Pro Tools, and Garageband.
• Ability to adapt to MRC’s hands-on teaching methods.
• Experience with Mac OS X operating systems, and Microsoft Office Software.
• Must pass a background check.

If you are interested in applying for this position, please send an email to jobs@mrccinci.org, writing your name, followed by “Outreach Coordinator” in the subject line. Please include your resume and desired salary. You can also mail a cover letter and resume to: MRC-Cinci, PO Box 44253, Cincinnati, OH 45244.

MRC is an equal opportunity employer.