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## **Position Title: Audio Engineering Instructor**

**Reports To: Site Liaison**

**Supervises Others: No**

### **GENERAL PURPOSE OF JOB:**

The Audio Engineering Instructor will work directly with a team of volunteers dedicated to providing students with the necessary instruction and supplies needed for gaining a basic knowledge of the practice and history of music production. He or she must also act as a positive role model, coach, and mentor. The Audio Engineering Instructor must have a genuine interest in the growth, development, and provision of a safe and nurturing environment for the students we serve as well as a basic knowledge of the fundamental principles of music. Ensuring that Music Changing Lives' student volunteers and students reach their potential will take a tremendous amount of hard work, flexibility, and commitment.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The Audio Engineering Instructor must be able to lead a group of 5-15 students in an instructional setting, maintaining high standards for behavior and safety by implementing the various Music Changing Lives activities in these areas:

1. Production
2. Recording
3. Mixing and Mastering
4. Using various software ex. Pro Tools, Logic, FL-Studio and Reasons
5. Various music activities

### **Other Responsibilities:**

- Serve as a positive adult role model for children in the program through appropriate dress, speech, and attitude.
- Ensure homework assistance, academic enrichments, are being implemented while using curriculum and materials provided by MCL.
- Support students in making positive behavior choices and take disciplinary measures when appropriate.
- Engage children and youth by following, implementing, and assisting in creating lesson plans.
- Ensure student safety by assisting in set up, break down, and ongoing maintenance in an effort to keep the designated work areas clean and orderly.
- Promote positive interactions between volunteers and students in accordance with child safety guidelines.



- Maintain student safety by taking roll and reviewing sign-in/ sign-outs for students and volunteers.
- Identify student needs and communicate to Site Coordinator, teachers, MCL administration, parents, and volunteers as appropriate.
- Commit to a full-year program, demonstrated by arriving on time, every day and completing time cards appropriately.
- Participate in staff development activities.
- Arrives punctually in order to meet responsibilities in site start up and assignments.
- Maintains close communication with MCL Coordinator regarding planned or emergency absences
- Assists in keeping the site clean, including cleaning tables, mopping and vacuuming.
- Maintains the highest degree of confidentiality in staff, student and volunteer matters.

**QUALIFICATIONS:**

- High School Diploma or G.E.D. Required
- Must pass Live Scan (criminal background check via fingerprinting)
- Excellent communication skills (written and verbal)

**COMPUTER & EQUIPMENT SKILLS:**

- Word Processing/Data Entry
- Use of Typical Office Equipment