Music Production Coordinator Job Description

RYSE creates safe spaces grounded in social justice that builds youth power for young people to love, learn, educate, heal and transform lives and communities.

About RYSE:
Located in Richmond, CA, RYSE is a safe and welcoming center for the diverse communities of West Contra Costa youth (ages 13 to 21) that seeks to build youth power and leadership towards the larger vision of personal and community health and transformation. Grounded in social justice values and principles, RYSE provides comprehensive and holistic programming and promotes multiracial solidarity, cross-cultural relationships, creativity and expression. RYSE opened its doors in October 2008 and provides programming and services across areas of community health and wellness; education, career, and youth justice; media, arts, and culture; and youth leadership and organizing. RYSE’s Theory of Liberation guides all of our work.

RYSE’s Media, Arts, & Culture Overview:
In service to RYSE’s Theory of Liberation, the Media, Arts, + Culture (MAC) Department promotes personal healing, social justice, and community transformation by facilitating young people’s innovative creation of personal, political, and expressive media and art to shift the narrative about our youth.

Job Summary and Key Responsibilities:
The Music Production Coordinator will support all youth in RYSE Center programs onsite and offsite in identity cultivation, personal and community expression, skill building in music and audio, and work to promote young artists advancing racial justice, safety, equity and liberation. This position is responsible for leading programming and activities that supports the development of youth artists through cohorts, workshops, pop ups, events, partnerships, and center-wide activities and will also oversee and maintain RYSE’s Music Studio and Jam Room. The Music Production Coordinator will work in partnership with the MAC team to support key partnerships with community arts partners, WCCUSD school sites and other local and national partnerships.

Job responsibilities for this position include, but are not limited to the following:

• Create, manage, and maintain a professional environment while overseeing the daily operations of music and audio programs, including all spaces that store and/or use music and audio equipment.
• Serve as direct supervisor for the Studio Technician, including weekly check-ins, mentorship and professional development.
• Oversee the Music Advanced Media Producers (AMP) internship program, including developing personal and community-based projects, holding weekly group and one-on-one mentorship meetings, connecting members to opportunities inside and outside of RYSE, as well as to career and internship opportunities with community partners. Requires supervision of 5-8 youth.
• Facilitate one drop in workshop per week for general members in disciplines that are core and central to RYSE Music and Audio programming (i.e. beatmaking, songwriting, engineering, instrument or vocal trainings, etc.) and ensure that all curricula is age-appropriate, culturally relevant, justice-oriented, and trauma-informed.
• Collaborate with MAC team and all RYSE departments to integrate youth justice, community health, and education & justice lenses into RYSE programs through music and audio.
• Create, manage, and maintain local community partnerships related to music and audio, including RYSE’s partnership with UC Theatre and MYDA, the national Music & Youth Development Alliance.
• Stay informed of future trends in audio, music, and creative youth development while finding ways to incorporate those trends into dynamic RYSE programs.
General Responsibilities for all RYSE Staff:

- Participate in staff development opportunities, meetings, and retreats
- Maintain weekly work plan and calendar
- Submit monthly reports and complete program data entry
- Support at organizational events
- Regular check-in meetings with department and direct supervisor
- Support center-wide culture building and crisis intervention and response efforts
- Support with RYSE closing protocols

Knowledge, Skills, & Abilities Needed:

- A Bachelor’s Degree or equivalent professional experience in arts education, media/arts administration, communications, media project management, or related field.
- Working proficiency in managing and maintaining a recording studio with basic production gear (i.e. mics, mic amps, monitors, synths, electric drums, midi controllers, digital MPC) and software (Logic, Ableton, ProTools, Reason, etc.)
- Knowledge of how to wire a studio for different recording configurations and the ability to troubleshoot hardware and software issues on an ongoing basis.
- Knowledge of basic music theory and function of instruments in song.
- Knowledge of modern music industry practices including the functions of booking and promoting events, recording studio work, record label publishing, and modern music performance best practices.
- A minimum of two years experience working with youth in youth program design and community partnership collaborations.
- A minimum of two years working as a community musician.
- Proven ability to coordinate projects with lots of personalities and moving parts.
- Passion for social justice and ability to articulate a vision about preparing youth for the future—from social, economic, cultural and personal perspectives.
- Initiative-taker, detail-oriented, with strong ability to follow-through on commitments.
- Problem-solving skills and the ability to work both independently and as part of a team.
- Strong written and oral communication, organizational, and time management skills.

Compensation:
The salary range is $40,000-45,000 depending on experience. This is a full-time salaried position at 40 hours per week. The position is non-exempt and qualifies for overtime pay. We offer a comprehensive benefits package, which includes: medical (including acupuncture and chiropractic), dental and vision insurance, generous vacation, sick leave and holidays, a matching retirement account program, professional development opportunities, and more!

HOW TO APPLY:
Please send a cover letter, resume, three references, and a sample of music that you have produced, engineered or performed to tara@rysecenter.org. Please do not embed your resume and cover letter into the email. Deadline is November 5, 2021 or until position is filled. For more information, please visit www.rysecenter.org.

RYSE’s COVID Response:
RYSE is a racial justice, youth-centering, public health organization. Our work centers the emotional, mental, social, political, and physical health of our members and larger community. We are committed to dismantling public health practices that have not served BIPOC communities to create practices that center the health and wellness of our members and our people. We have an ethical responsibility to ensure health and safety for all staff.

In order to serve young people, we must ensure we take responsibility for our safety and wellness first. Young people and their families must be assured that by sending their young people to RYSE we have done everything in our power to create as much safety as possible, which to be clear from RYSE’s position, is both vaccines and COVID safety protocols. All staff are required to be vaccinated.

As of September 13th, 2021, RYSE staff have returned to in-person work. More information will be shared as the interview process ensues.

RYSE provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ancestry, national origin, age, marital status, military or veteran status, sexual orientation, religion (including dress and grooming), sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), disability (including physical, mental, and/or HIV/AIDS status), gender (including identity and expression), genetics, or request for FMLA (if applicable). RYSE complies with applicable state, federal, and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

RYSE strongly encourages people of color, women, and LGBTQ applicants to apply. We will consider employment-qualified applicants with arrest and conviction records.