



## **Music Clubhouse/Creative Arts Director-Brockton Clubhouse**

### **Description:**

The Boys & Girls Clubs of Metro South has a shared vision to nurture strong minds, healthy bodies, and community spirit through youth-driven, high-impact programs in safe and fun environments. Reporting to the Executive Director, the Music Clubhouse/Creative Arts Director will administer all functions related to the arts, including but not limited to: music, fine arts, and dance for youth ages 5-18 in our Brockton Clubhouse.

The ideal candidate will have a strong contemporary music background as both a multi-instrumentalist and audio production skills, as well as a love of youth development. They should also possess supervisory skills.

The Music Clubhouse/Creative Arts Director's primary responsibility will be to run the Music Clubhouse Program (ages 10-18), which is estimated at 75% of their time. The position will also have responsibility for administering all functions related to the arts (estimated at 25% of their time), including but not limited to: fine arts, and dance for youth ages 5-18 in our Brockton Clubhouse. Under the direction of the Executive Director the Music Clubhouse/Creative Arts Director will be expected to accomplish tasks and work independently.

The Music Clubhouse/Creative Arts Director is the key leader to create and implement activities with clearly-defined, realistic, and measurable outcomes. During non-platform time, when not running programming at the Music Clubhouse, s/he will be responsible for managing the day-to-day program logistics of the Creative Arts programming including but not limited to: managing part-time staff, managing program budgets, complete grant reporting, develop strategic community partnerships/outreach, and managing the daily music, dance, and art activities.

Typical Music Clubhouse activities include: open studio time, scheduled workshops/lessons, performance opportunities, and building/facilitating mentoring relationships with participants as they engage in/with rhythm section instruments, ensembles, and music production with a high emphasis on technology use.

Typical Creative Arts activities include: supervision of specialists responsible for planning, developing, instructing a variety of fine art media and dance programs (fine art examples: design, drawing, jewelry, lapidary, painting, papermaking, photography, pottery, printmaking, sculpture, stained glass, etc.) (creative dance examples: ballet, hip hop, tap, jazz, etc.) and preparing for youth fine arts contests/expositions.

### **Qualifications:**

- Four-year degree from an accredited college or university, preferably in a music-related major with increased knowledge in fine arts and performing arts. Master's degree a plus.
- Must be able to play at least two instruments (guitar/bass, drum set, vocals, or piano) at an intermediate level.
- Minimum of four years professional experience in digital composition, production, post production (mastering), and/or beatmaking with strengths in industry-standard DAWs including iPads.
- A minimum of three to five years' work experience working with inner-city urban youth and development of Youth Development programming. High emphasis on experience working with teens.
- Bilingual in Spanish and English preferred.
- Ability to recruit, train, supervise and motivate staff.

- Working knowledge of budget preparation, control and management.
- Strong communication skills, both oral and written.
- 7D License, CPR & First Aid Certifications, Concussion Training.
- Working knowledge of Microsoft Office (Excel, Word, PowerPoint, Outlook) required.

### **Essential Functions:**

#### Program Development & Implementation

- In conjunction with the Music & Youth Initiative ([www.musicandyouth.org](http://www.musicandyouth.org)) implement the Music Clubhouse program which includes:
  - Recruiting Music Clubhouse members
  - Teaching workshops and individual lessons in both contemporary instruments and recording studio
  - Providing performance opportunities for Music Clubhouse members including open mic nights, "Showcase" performances etc.
  - Attending Music Clubhouse directors meetings to share best practices and participate in joint projects and performances with other Music Clubhouses in the Boston area
- Ensure the evaluation of Club programs on a continual basis, including tracking outcome metrics; verify that programs/activities respond to member needs and address their gender and cultural diversity. This includes assisting with outcomes for grant reporting.
- Oversee proper record keeping and reporting, including activities and events conducted, breakdowns of daily participation figures, notable achievements and any problems/issues.
- Demonstrate leadership to ensure proper conduct, safety, and development of members.
- Establish and maintain Clubhouse program goals and settings to ensure the health and safety of members. Ensure that site staff understand and effectively communicate standards of program; that they ensure program areas are safe, well ventilated and well lit; and that Club equipment is maintained in good working condition.
- Assists Executive Director with developing short-term and long-term plans that support organizational goals and ensure the growth, quality, and service delivery of the Creative Arts programs.
- Ensures compliance with state and local regulations as they relate to program areas, that Club program standards are met, and safety procedures followed.
- Control Creative Arts Department expenditures within approved budget.

#### Prepare Youth for Success

- Responsible for engaging youth participants during drop-in and schedule programming offering including:
  - Manage a sign-in database and orientation process
  - Manage participant behavior and proper use of equipment
  - Provide informal and formal learning opportunities
- Responsible for scheduling and instructing program offerings including:
  - Weekly scheduled programs in music instructional activities with small groups of youth, many with no previous music experience.
  - Help participants gain proficiency on their instrument utilizing contemporary music, ensembles/bands, and regular performance opportunities.

- Responsible for utilizing music technology including:
  - Encourage youth music productions and songwriting projects to teach youth how to use music production software/DAW's (including iPads), and recording techniques. Through project-based learning, participants will learn beatmaking, songwriting, recording/editing/mixing, and music production.
- Designs, delivers, and evaluates music, dance, and art programs that meet the needs and interests of the Club's target populations and ensure their delivery in a safe and quality manner.
- Plan and oversee the administration of designated Club programs and activities that support Youth Development Outcomes.
- Establish Club program objectives consistent with organizational goals and mission.
- Oversee the provision of day-to-day program activities in accordance with established standards and goals.
- Ensure that members, especially pre-teens and teens, are encouraged to participate in a variety of program areas/activities and receive instruction and constructive feedback to develop skills in program area(s).

### Supervision

- While being an individual contributor as the Music Clubhouse Director, supervise a small staff of music, arts, and dance instructors/volunteers; plan and lead staff meetings, and ensure productive and effective performance by all program staff and volunteers.
- Allocate and monitor work assigned to program volunteers and staff, providing ongoing feedback and regular appraisal. Identify and support training and development opportunities for assigned volunteers and staff.
- Consistently communicate with direct supervisor regarding cleanliness and safety of facility and program spaces.
- Helping maintain music, art, and dance program areas and equipment.
- Respond appropriately to all emergency and non-emergency situations and fill out necessary paperwork.
- Understand and implement all emergency drills as needed.
- Report all incidents to direct supervisor and fill out necessary paperwork.
- Oversee proper record keeping and reporting, including activities and events conducted, breakdowns of daily participation figures, notable achievements and any problems/issues.

### Marketing and Public Relations

- Increase visibility of Club programs via posting of daily schedule, announcements of upcoming events and the dissemination of timely information for the development of advertising and promotion through mailings, fliers, media releases and social media.

### Additional Responsibilities

- Oversee special programs and/or events, and/or participate in the implementation of other unit activities as necessary.
- Consult with parents concerning member and Club issues.
- Assist with administration duties associated with Club activities.

**How to Apply:**

Please email your cover letter and resume to [mwashington@bgcmetrosouth.org](mailto:mwashington@bgcmetrosouth.org) or mail to:

Marcus Washington  
Executive Director, Brockton Clubhouse  
233 Warren Avenue  
Brockton, MA. 02301

**Salary Range:**

\$40,000-\$44,000

**Search Process Target Dates:**

- Resumes accepted through: June 19, 2021 (5:00pm EST)
- Selection made: Early August
- New Music Clubhouse/Creative Arts Director on staff (anticipated): Mid-August

**Questions regarding this position should be directed to:**

Marcus Washington  
Boys & Girls Clubs of Metro South  
508-584-5209  
[mwashington@bgcmetrosouth.org](mailto:mwashington@bgcmetrosouth.org)

*DISCLAIMER:* The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. All offers are contingent upon passing a thorough background check including a CORI, SORI and National Criminal History Background check. The Boys and Girls Clubs of Metro South is an Equal Opportunity Employer.