Music Studio Coordinator
Job Opportunity

Who we are:
iHuman Youth Society ("iHuman") is a non-profit organization operating since 1997 whose mission is to serve marginalized youth; promoting their inclusion in the community through crisis intervention, arts, mentorship, and life skills development programming.

iHuman embraces everyone. From cultivating a culture where all employees can bring their best selves to work to deploying diverse initiatives that support our youth, we're doing what it takes to build a more equitable workplace and world. Our name comes from an Inuit term identifying the symbiotic relationship of the individual within the collective community; 'one for all and all for one'.

What we can offer you:
Working at iHuman, you will work in a creative work environment to impact vulnerable and marginalized youth positively. We work within the values listed on our website: https://ihuman.org/careers.

About the Role:
Reporting to the Director of Community Relations, the Music Studio Coordinator is responsible for facilitating and supporting programs related to the audio field and works collaboratively with the Creative Team in developing the talents of iHuman Artists in the field of music.

This is a full time role working mainly within the core hours of 10 am to 6 pm, Monday-Friday with occasional hours outside of these hours. After completing the probation period, employees are offered generous health and dental benefits.

What you would do:
- Navigate crisis situations with youth through a trauma informed approach - community resource management and re-directing youth to appropriate iHuman supports
- Support iHuman Artists with songwriting and developing their sound and teach them skills for music production including using software and hardware individually or in groups
- Facilitate music production, and recording
- Manage the studio including equipment, files organization, and sessions, and ensure the space is clean and tidy
- Provide opportunities for artists to learn the techniques of production, and assist in producing their own or other artists work, to gain hands-on experience
- Generate program specific forms, posters & documents to youth, and for iHuman, and collect and report on data
- Organize the youth's work, and creative projects on a digital system
- Aid in the creation of visual content related to their music with the youth (photos and/or videos)
- Create a community atmosphere during production to encourage young persons to get involved in front or behind the camera
- Engage with community stakeholders for event/project support

- Work collaboratively with the Arts and Fashion Studio Coordinators in planning and executing internal and external events
- In consultation with the Digital Strategist and Studio Coordinators identify productions to be shared on social media and monitor progress and feedback
- Actively research new trends in music and related technology and provide suggestions to supervisor when new technology is required for the enhancement of the production quality of iHuman artists
- Ensure prudent spending of the studio budget
- Research ideas to improve the quality of production and teaching methods
- Attend weekly team and staff meetings
- Other duties as assigned

Qualifications:

- Understanding of and/ or experience working with high-risk youth or those with special needs
- Flexibility and ability to adapt to changing needs of the youth iHuman serves
- Diploma or certificate in music related studies would be an asset
- Demonstrated ability in handling musical instruments
- Ability to provide technical support to the youth
- Computer competency (Mac and PC), video production, content creation
- Excellent communication skills
- Valid driver's license and clear Driver's abstract
- A clear criminal record check and vulnerable sector check, and child intervention check

Hourly Wage: $19-$21/hour

To Apply:

Please send a cover letter and resume in one document (Word doc or PDF) to the iHuman HR Consultant, at violet@ihuman.org. Please include the "Music Studio Coordinator" in the subject line of the email. The position will remain open until a suitable candidate is found.

We appreciate your interest. Only candidates selected for an interview will be contacted.