

THE LOOP LAB

872 Massachusetts Ave., Unit 1-5, Cambridge, MA 02139

POSITION DESCRIPTION

Position: **Instructor**

Posting Date: December 2nd, 2021

Salary Range: \$50k/yr-55k/yr

Job Types: Full-Time

Hours per week: 40 hrs/wk

Location: Cambridge, MA

Starting date: February 1st, 2022

WHO WE ARE

THE LOOP LAB is an innovative media production nonprofit comprising a Studio and a learning community, which exists **to empower Womxn and People of Color in the media arts to develop careers in audio/video through job training and job placement.** As a multi-racial organization, we are committed to ending inequality and racism through digital storytelling located in Cambridge, MA and serving young adults throughout Greater Boston.

WHAT WE CARE ABOUT.

- Creating positive social change through digital storytelling, and media.
- Giving a voice to those misrepresented or underrepresented.
- Doing well and doing good. As a social enterprise, we're a sustainable nonprofit business model.
- Excellence. The highest quality of services in education and media production.
- Building authentic community, diversity, inclusion & equity from within and with partners

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THE ROLE

We are in search of an Instructor to our **Loop Lab Academy** in supporting all academic duties in Loop Lab programs. Manage program supplies and equipment inventory and to place orders as necessary. The position is permanent. This person will work closely with the Executive Director and Head of Operations and will be responsible for day-to-day instruction and student achievement.

RESPONSIBILITIES

The Instructor will be responsible for:

1. Successfully leading the Academy team to advance programmatic objectives
2. Instruction in audio/video recording and editing
3. Classroom management
4. Designing and implementing curriculum
5. Keeping up with current developments in the field of audio and video production
6. Managing apprentices, and interns, as required
7. Working with Senior Instructor to help determine apprenticeship site placements
8. Mentoring apprentices
9. Developing and implementing admissions policy and practices, including interviewing and decision forum
10. Maintaining neat and accurate records of cohorts
11. Assisting in the maintenance and installation of all equipment
12. Maintaining the organization and cleanliness of all equipment
13. Other duties as assigned

What that looks like:

Provide support to the Academy team

- Support daily functioning of classroom
- Monitor and purchase program supplies as needed
- Track production activities in Asana, project management site
- Updating all databases and systems for the academy team

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Enhance program and production functions through support and flexibility

- Assist program and production staff when needed
- Complete monthly and ongoing support of program files/records
- Assist in program activities as appropriate and applicable, including mentoring youth

Assist with administrative functions of The Loop Lab

- Assist with correspondence and communication
- Prepare for and attend team and board meetings
- Assist in organization of/attendance to events, meetings and fundraisers as assigned
- Collect and organize student data
- Help to organize and maintain student/apprentice files

Positively represent The Loop Lab

- Uphold The Loop Lab's values of community, reliability, and quality
- Help to create and follow through with The Loop Lab systems and protocols
- Follow The Loop Lab policies
- Communicate positively and clearly with your supervisor and coworkers
- Meet established timelines and deadlines
- Complete needed training by established deadlines
- Maximize and responsibly utilize agency and community resources

WE ARE LOOKING FOR SOMEONE WHO:

- Has 3+ years of work experience in the Audio and Video field and/or Digital Storytelling Education in either collegiate or professional environments AND/OR Graduate Degree in a related field (flexible)

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- A humanistic leader that can motivate a team, build trust, listen, and be flexible
- Experience working with youth ages 18-30 preferred
- Knowledge of professional audio/video equipment
- Basic knowledge in A/V technology and equipment
- Basic audio/video equipment maintenance skills
- Computer skills, preferably both Macintosh and Windows environments
- Software: knowledge of a variety of platforms including DaVinci Resolve, Adobe Premier, Ableton, Pro Tools, Audition, and/or Logic
- Practices emotionally intelligent communication
- Is organized, responsive and resourceful
- Aspires to grow in leadership and management skills
- Is a self-starter and driven
- Strong problem-solving skills and analytical abilities

THE DETAILS

- This is a Full-Time position
- Compensation range: \$50k/yr-55k/yr
- Location: This role will be a hybrid role, which means the opportunity to work remotely part time and to be onsite at our Cambridge, MA location or on site for production
- Must be able to work 40 hours per week. The Loop Lab observes a meeting-free Friday and encourages all team members to use Fridays to catch up on work as needed

HOW TO APPLY

Please send a cover letter, resume and link to writing samples to jobs@thelooplab.org. No phone calls, please.

EOE. We strive for a workforce as diverse as the community we serve.

Women, people of color, LGBTQ individuals, and people with disabilities are strongly encouraged to apply.