

**BOYS & GIRLS CLUBS OF CENTRAL MINNESOTA**  
**Position Description**

<b>Job Title</b>	Digital Arts Mentor
<b>Department</b>	Program
<b>Reports To</b>	Southside Unit Director
<b>FLSA Status</b>	Non-Exempt
<b>Work Schedule</b>	Part-time, hourly, 20 hours per week Three days per week during Club programs, Monday through Friday, 3 - 9 p.m. during school year & noon – 6 p.m. during summer

**Job Summary:**

Under general supervision of the Unit Director, the Digital Arts Mentor is responsible for the development, direction and management of Boys & Girls Clubs of Central Minnesota's Youth Digital Arts program, including digital music, video production and photography. The Digital Arts Mentor will design and implement a rich digital music production program focused on youth-designed music and relevant pop culture styles and themes, as well as video production and photography. The Digital Arts Mentor will shape the program with active, real-time influence and input of youth participants on program content and approach. Programming must hold youth to high expectations, provide hands-on skill building with current, professional technology, engage key stakeholders and culminate with high-profile public events. The Digital Arts Mentor has demonstrated knowledge of Apple products, including Garage Band and other video and photography editing apps on apple, use of midi keyboards and other audio engineering equipment.

**Job Functions:**

**Provide professional digital arts instruction for youth ages 10 and up**

- Establish and maintain, in collaboration with youth, an environment of physical and emotional safety based on respect at all levels.
- Implement digital music production programming, as well as video production & photography, through the 10 Success Principles maintaining the integrity of each principle as detailed in the *Something to Say* research report.
- Provide hands-on, experiential learning through digital music production based upon results of Club implemented youth surveys and focus groups.
- Lead 6-week arts programming blocks throughout the school year and one- or two-week intensive programs during the summer. Programming will include skill development classes and open studio time.
- In collaboration with the Youth Arts Initiative team and supported by other Club staff, organize and implement at least two high profile public culminating events for programs.
- Adhere to all requested program evaluation and documentation protocol detailed by Boys & Girls Clubs of Central Minnesota, BGCA and Research for Action Evaluation Consultants (RFA).

**Develop and deliver relevant high quality digital arts programming**

- Provide youth participants skills and guidance for creating their own music, videos and photography centered on relevant issues in which they are personally interested.
- Design and facilitate skill development and open studio classes for ALL skill levels
- Establish and maintain a physically and emotionally safe space for youth to create their art.
- Include training in music production and audio engineering and also incorporate foundations in music basics and song writing and structure, including pop culture styles and themes, especially those of interest to youth participants. Include basic training for video production and photography.

- Lead skill development/open studio time, time for peer to peer learning and performance.
- Expose youth to diverse styles of music and musicians.
- Educate young music producers and audio engineers about equipment setup, responsible usage and the studio space.

**Serve as a part-time Club staff, youth mentor and Youth Arts Initiative team member**

- Participate in all required and recommended Club trainings and staff meetings.
- Serve as an adult mentor to all Club youth.
- Serve as a champion for high quality arts making and lead professional development workshops/trainings in the arts and the 10 Success Principles for other Club staff across the organization.
- Actively collaborate, provide support and resources to Arts Integration Specialist, Arts Initiative Director, board members and other organizational leadership.
- Actively participate in all required site visits, conference calls, group trainings, meetings and professional development opportunities detailed by Boys & Girls Clubs of Central Minnesota, BGCA, RFA and members of the Wallace Foundation. Some travel will be required.

**Required Knowledge, Skills and Abilities**

- Demonstrates commitment and dedication to digital arts, including music, video and photography.
- Demonstrated ability to work with youth in a Boys & Girls Club environment.
- Ability to work in a team environment.
- Ability to build community partnerships to support the program.

**Education and Work Experience**

Education A two-year degree in a relevant field or equivalent experience

**PHYSICAL REQUIREMENTS**

**Visual:** Normal acuity required daily for making color distinction, depth of sight, preparing/analyzing figures, computer use, and written records 8+ hours

**Communication:** Able to express thoughts and ideas in an accurate and understandable manner through verbal and written format with internal and external contacts 8 hours per day

**Movement:** Ability to maneuver within work site 6-8 hours per day

**Lifting/Pulling/Pushing/Carrying:** Able to comfortably move and manipulate up to 30 lbs of weight up to 4-6 hours per day

**Travel:** Required to travel by car or by plane 1-3 times per year to attend National BGCA arts conference and trainings.

**Must be 21 years old and eligible for van authorization.**

**ACKNOWLEDGEMENT AND SIGNATURE**

I acknowledge that I have read the above job description and understand the requirements of the job. I understand this job description provides a general outline of job responsibilities and requirements and is not intended to be all-inclusive. I also understand that job responsibilities and requirements may change at any given time based on organizational and departmental needs. I acknowledge and agree this job description does not establish any employment contract between the Boys & Girls Clubs of Central Minnesota and me.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## **10 Success Principles for High Quality Arts Programming**

Detailed in the *Something to Say* research report by the Wallace Foundation

1. Instructors are professional, practicing artists, and are valued with compensation for their expertise and investment in their professional development.
2. Executive Directors have a public commitment to high-quality arts programs that is supported by sustained action.
3. Arts programs take place in dedicated, inspiring, welcoming spaces that convey the programs' high ambition and affirm the value of art and artists.
4. A culture of high expectations for participants' engagement, effort, and respect for creative expression is established and maintained. Youth participants are affirmed as artists.
5. Programs culminate with high-profile, well-designed, public events with real deadlines and audiences.
6. The development of positive relationships with adult mentors and peers that foster a sense of belonging and acceptance is encouraged and supported.
7. Programs are shaped with active, real-time influence and input of youth participants on program content and approach. Youth are engaged in meaningful leadership roles.
8. Programs are built around hands-on skill building that uses current equipment and technology.
9. Programs strategically engage key stakeholders—including parents /caregivers, site staff, and community—to create a network of support and sustainability.
10. Programs provide a safe place for youth - both physically safe and emotionally safe.