



*The MISSION of the Music Resource Center – Duluth Armory is to educate and inspire young people, and through music, equip them with life skills. In a state-of-the-art studio setting, students learn all phases of music production, from songwriting to audio engineering. Above all, they learn to respect each other, to work together, and to set goals and achieve them.*

Posted 2/10/2023

## Open Position: MRC Program Staff/Instructor

### Summary

MRC Program staff and instructors provide oversight to students in grades 6-12 during MRC programming on Tuesdays-Thursdays from 3:30-6:30. They ensure students sign in, have a plan for their time, and generally stay on task while they are at MRC (currently located at Sacred Heart Music Center). If applicable, program staff give music lessons to students.

Program staff and instructors report directly to the MRC Program Director, and assist the director in tasks that contribute to program development, effectiveness, and success.

### Job Responsibilities

- Provide supervision to students during MRC programs.
- Assist director, other staff, and volunteers in supporting student success.
- Help activities run smoothly including workshops, snack times, concerts, rehearsals, and practice room sessions.
- Help do outreach to the community to attract students and volunteers.
- Attend 3:30-6:30 MRC sessions on Tuesdays-Thursdays, March-May.
- Work effectively with teenagers.
- Use at least a basic understanding of music, recording, and/or performing.

### Job Requirements and Compensation

- Complete a background check before the first day of employment.
- Have a basic understanding of music, recording, and/or performing. Proficient music ability is preferred but not required for all staff positions.
- Pay is \$25.00/hour

### MRC Program Team

Shawna Weaver, Program Director [shawna@dulutharmory.org](mailto:shawna@dulutharmory.org) 218.340.2585

Mark Poirier, AAMC Executive Director [mark@dulutharmory.org](mailto:mark@dulutharmory.org) 218.428.9686

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To preserve the Duluth Armory and its historic value to American culture and the arts, while encouraging its reuse, placing emphasis on arts and education.*



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## **To Apply**

Please send resume and cover letter to [mrc@dulutharmory.org](mailto:mrc@dulutharmory.org) and include your responses to the following questions:

1. What is your experience with music? Please describe your level of experience and with what instruments and types of performance.
2. Are you interested in teaching lessons, and if so, are you available from 3:30-6:30 on Tuesdays-Thursdays, or other times?
3. If applying to teach music lessons, what is your experience in teaching lessons and/or working with kids in grades 6-12?
4. While it is helpful for staff to be experienced in music, we do have a need for staff who can help in other ways. If you do not have music experience, what experience do you have working with youth, or facilitating youth programming?



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