BOC Audio Production Assistant

About Northwest Folklife:
Since 1972, Northwest Folklife (NWFL) has been creating opportunities for all to celebrate, share, and participate in the evolving cultural traditions of the Pacific Northwest. As a cultural arts & heritage organization, we are extremely committed to equity, diversity and inclusion. Therefore, we seek candidates who offer relevant skills and knowledge with diverse cultural perspectives, grounded in the desire to serve community. This is internship will be hosted at BOC Studio, in collaboration with NWFL.

Overview:
The Audio Production Assistant has a key role assisting BOC Music’s community engagement, sales, and social media. The Audio Engineer Assistant will assist with the marketing of services by BOC Music. This role will require community presence, cultural focus, travel, and an infinity for community building. This role is key to successful program coordination.

<table>
<thead>
<tr>
<th>REPORTS TO:</th>
<th>BOC Music staff &amp; Cultural &amp; Creative Workforce Development Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIRECT REPORTS:</td>
<td>N/A</td>
</tr>
<tr>
<td>HOURS:</td>
<td>15 Hrs/Wk)</td>
</tr>
<tr>
<td>COMPENSATION:</td>
<td>$15.75 hrly</td>
</tr>
</tbody>
</table>

*As the BOC Audio Engineer Assistant, you must assist in the coordination of appointments, marketing and planning. Individuals must be willing to commute in between to site once stay home order is lifted. Scheduling for this position will be negotiated by BOC music staff.

Audio Engineer Assistant Responsibilities with BOC Music:

- Scheduling recordings and community outreach.
- Writing correspondences, blogging
- Greeting guests and assisting with sales
- Video, podcasting and photo editing
- Outreach duties, work as a community liaison for BOC Music.
- Audio production assistance and procurement duties.
- Design and Marketing duties
- Managing social media, song submittals and logistics, and e-commerce.
- Other duties as assigned.

www.nwfolklife.org · folklife@nwfolklife.org · (206) 684-7300
Coordination Assistant Responsibilities with NWFL:

- Complete Internship experience surveys
- Attend bi-weekly check-in (In person or virtual)
- Other duties as assigned.

Qualifications & Skills:

- Demonstrated success in customer service and cultivating relationships with diverse populations
- Strong organizational skills and attention to detail
- Experience with MS Office, G-Suite applications, and familiarity of editing platforms.
- Willingness and ability to learn new software, systems, and procedures; familiarity with office machines.
- Open to a flexible schedule.
- Ability to prioritize, meet deadlines and maintain high quality outcomes for multiple projects
- Ability to work under pressure efficiently with a positive attitude
- A passion for: Arts and culture, promoting cultural exchange, and community-building
- Demonstrated understanding for equity as a framework for (re)developing systems a plus
- This position may be required to lift, pull, and/or carry objects up to 25 lbs.
- Final candidates will be subject to a background check

To Apply:
Interested candidates can send a resume and introductory statement describing their interest and skills (no more than 2 - 3 paragraphs) to internships@nwfolklife.org. Applicants are requested to submit no later than May 22, 2020. When applying please put the subject line as: BOC Audio Production Assistant.

All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, or any other protected classification, in accordance with applicable federal, state, and local laws. By applying for this position, you are seeking to join a team of hardworking people dedicated to consistently delivering outstanding service to accomplish Northwest Folklife’s vision and mission. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact a management representative. Northwest Folklife is a 501(c)(3) nonprofit organization.