



Yung June, 2020

Position: The Embassy Open Studio Coordinator and Engineer
Organization: Material Institute
Hours: Part-Time (15 Hrs / Week), Independent Contractor to start
Accountable to: Embassy Program Director and Staff
Salary: \$25 / Hour
Anticipated Start Date: June 2021

General Description

Material Institute seeks a Studio Engineer and Program Coordinator to develop The Embassy Open Studio sessions.

The Embassy currently operates a Recording Artist Residency program providing New Orleans recording artists with high quality, cost free access to a recording studio, engineer, and workshops to create full length musical projects.

We're seeking to expand access to the recording studio by inviting the larger New Orleans musical community to record in short sessions of open, sign-up studio time each week. We're looking for an experienced studio engineer with skills in program management to lead this initiative.

The Embassy Open Studio Coordinator and Engineer will possess a desire and ability to communicate, work with, and build authentic, respectful relationships with people from diverse racial, ethnic, socioeconomic, gender backgrounds, and lived experiences.

Material Institute is a growing organization and currently has a small, hands-on staff. We are hiring for a team member with strong personal and peer-to-peer accountability to join us. This position would begin as an independent contractor with an opportunity to become part-time staff. Saturday availability is a must.

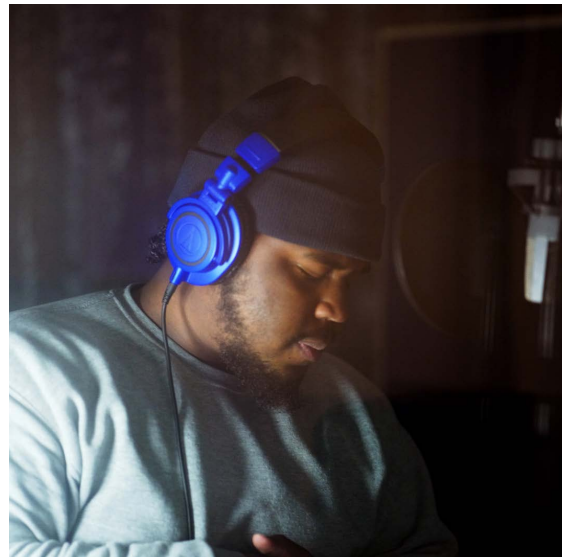
About Material Institute

Material Institute is an arts center in New Orleans's 9th Ward providing resources to a new generation of New Orleans's artists. It is a project of the Museum of Old and New Art (MONA) in Tasmania, Australia. We are a learning environment that serves as a space for community, creative experimentation, and expression.

We currently operate three programs – a Recording Artist Residency (The Embassy), an educational Fashion program, and an urban food garden (24 Carrot Garden).

How To Apply

Interested candidates, please send résumé and links to three tracks demonstrating your work as an engineer to jobs@materialinstitute.org with Embassy Open Studio Coordinator in the subject line. Please submit all documents in pdf format. Deadline to apply is May 27, 2021.



Xavier Molina and Austin Clements perform at Embassy Showcase, The Embassy Control Room, Middle Initial and engineer Andy Gross mixing, Jude Braud in vocal booth.

Role Responsibilities

Open Studio Program

- Collaborate with Program Director to develop the Open Studio model, systems, and protocol
- Outreach and promotion of Open Studio program
- Recruit and enroll artists to record at Open Studio sessions
- Communicate guidelines for the use of the space to incoming participants
- Manage calendar and scheduling
- Maintain studio log of all Open Studio sessions
- Organize and maintain file archive
- Gather, analyze, and respond to program feedback from participants
- Communicate the Open Studio activities to the Embassy team and other departments at staff meetings

Audio Engineering

- Collaborate with artists to define and achieve their creative vision for short-term projects
- Select, setup, and breakdown necessary recording equipment
- Record high quality audio
- Provide a basic mix to artists
- Maintain studio operations and regulations
- Troubleshoot equipment
- Maintain equipment storage

General

- Work collaboratively with the Embassy team to refine department programs to best serve musical artists
- Participate in the selection of artists for the Recording Artist Residency
- Attend and participate in all scheduled weekly department and bi-monthly organizational staff meetings
- Work at the Embassy events, specifically the annual live music showcases
- Attend events in other departments, when possible

Qualifications

- Advanced experience and / or training in Audio Engineering
- Knowledge of current audio technology
- Experience in microphones and recording live instruments
- Excellent communication skills, written and verbal
- Digital file maintenance skills
- Experience in Google Sheets, Drive, etc.
- Relationships within New Orleans musical communities