

GEAR COORDINATOR DESCRIPTION

Timeframe: Late May - Late August 2017

Pay: \$2500 stipend

Join our dynamic music and social justice organization! Willie Mae Rock Camp for Girls seeks a seasonal Gear Coordinator to execute and supervise all aspects of the organization's equipment needs, from inventory & troubleshooting, to hauling & logistics.

This is a position that requires lifting and moving of our gear that typically weighs up to 50 pounds, as well as coordinating gear, materials, and personnel to ensure smooth operations of our summer programs.

This is a part-time seasonal position to be filled immediately. Leading up to summer programs (which begin in late June), the Gear Coordinator is expected to work approximately 10-15 hours/week. During summer programs, all staff are expected to be fully committed and available for support and operations during program dates including some nights and weekends:

June 22 – 25; July 9 – 14; July 23 – 29; August 6 – 12. See below for the job description and qualifications, and instructions on how to apply.

Duties:

- Strategize with Program Organizers and Executive Director for gear plan for summer
- Inventory gear before camp starts
- Organize & pack gear pre & post camp sessions
- Provide support for load-in/out of camp sites
- Maintain all gear and gear inventory during camp sessions - keep it organized, clearly labeled, and available for use
- Supervise and assist with roadie team during camp sessions (moving gear throughout the day during camp)
- Create plan for showcase gear & oversee the move to our showcase venue
- Be available for load in, stage set-up, band support, etc at showcase concerts & daily performances at camp
- Advise WMRC staff on gear purchase needs
- Create gear care sheets & basic how-to sheets for campers & volunteers alike
- Reorganize gear and Orange Room post-camp

- Update inventory post-camp and debrief with Program Organizers

Requirements:

- Must have experience with any of the Girls Rock Camp Alliance camps (worldwide)
- Must be familiar with instruments used at camp:
 - Guitar
 - Bass
 - Keys
 - Drums
 - DJ equipment (Serato)
 - PA setup
 - Amps, mics and cables
- Excellent organizing skills
- Experience managing a small team, as well as working in one
- Excellent communication skills
- Experience troubleshooting with short turnaround times
- Ability to remain calm and on task in a high energy and dynamic situation

If you think that you would like to be a part of the WMRC family this summer, please send your resume and cover letter, detailing why you would rock as our Gear Coordinator, to:

hire@williemaerockcamp.org

WMRC is strongly committed to diversity and provides equal employment opportunities to all employees and applicants. We do not discriminate on the basis of ethnicity, religion, gender identity or expression, sexual orientation, age, ability, marital status or national origin. We celebrate, and are inspired by, our differences and welcome all qualified candidates to apply.