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Join our dynamic music and social justice organization! Willie Mae Rock Camp for Girls seeks a year-round **Operations Coordinator** to execute and supervise all aspects of the organization's operations, from administrative tasks to program-related work. See below for job description and qualifications, and instructions on how to apply.

ORGANIZATION OVERVIEW

Founded in 2004, Willie Mae Rock Camp for Girls (WMRC) is a non-profit music and mentoring program that serves girls, women, trans* and gender non-binary/gender non-conforming youth and adults in New York City each year through a variety of music and social justice programs. The organization's mission is to empower girls and women through music education and activities that foster self-respect, leadership skills, creativity, critical thinking, and collaboration. The organization brings together youth and adults from diverse communities and encourages them to explore self-expression through music, hone their critical thinking skills, build meaningful alliances, develop confidence in making healthy choices in their lives, and bring about positive change in their communities and in the world.

Serving more than 500 students, ages 5-18, WMRC offers summer camps, after school programs, summer fellowships, community events, and ongoing mentoring support at locations throughout New York City, and at its Brooklyn headquarters, Willie Mae Music Lab. The programs all operate as anti-oppressive, inclusive spaces that provide music instruction, workshops, the chance to write and perform original music, performances by visiting artists, and other activities. The organization's annual operating budget is under \$500,000. The staff consists of two full-time and five part-time staffers, seasonal staff, and an active volunteer base of more than 150 adults who provide instruction, lead workshops, and serve as mentors at the organization's summer programs.

Willie Mae Rock Camp for Girls has received the Union Square Arts Award for excellence in arts and social justice programming and the Susan B. Anthony Award from the New York City chapter of the National Organization of Women. Its work has been covered by The New York Times, O and Elle magazines, MTV, National Public Radio, and many other media outlets. Willie Mae Rock Camp for Girls is a founding member of the Girls Rock Camp Alliance, an international coalition of girls rock camps.

Organization History

Willie Mae Rock Camp for Girls was founded in 2004 by a group of New York City women musicians as a grassroots effort. The inaugural camp session in 2005 was held at the New York Society for Ethical Culture in Manhattan, and 66 campers attended. Over the years, Willie Mae

Rock Camp for Girls' program offerings have grown significantly; the summer program for ages 8 -18, now known as Girls Rock! Camp, more than doubled in size in its second year, and now runs at full capacity. The organization has developed numerous additional programs, including Rock Camp Jumpstart for ages 5 -7; Ladies Rock Camp; Bang a Drum! Raise Your Voice!, a protest music program held over MLK weekend; and most recently, Arts & Activism, an after school and paid summer fellowship program for teens that focuses on digital media and social justice.

Accomplishments

WMRC's major accomplishments include the following:

- Developing outstanding, unique music education programs.
- The organization has provided 12 program seasons of joyous, raucous, transformative summer experiences for girls, trans* and gender non-conforming youth from 58 NYC zip codes.
- Recent programs have greatly increased the participation of teens and young adults in program planning as well as mentorship and leadership roles.
- The organization also welcomes back a growing number of former campers every year, who return as volunteer mentor camp counselors, instructors, and workshop leaders.
- Bands formed at and/or mentored by Willie Mae Rock Camp for Girls have played shows at Lincoln Center Out of Doors, Madison Square Garden, SummerStage, Joe's Pub, the Restoration Rocks festival, and numerous other noted NYC cultural institutions and venues.
- The organization has participated in several internal and external capacity-building initiatives to strengthen the organization in the short-and long-term. In 2015, the organization celebrated its tenth anniversary with a year-long program of events, culminating in its most successful fundraising event to date, and attracted a record number of new donors. The organization is now conducting its first strategic plan.

To learn more about Willie Mae Rock Camp for Girls, visit www.williemarockcamp.org.

THE POSITION

We are looking for a highly organized individual to lead the Operations Coordinator position. This is a position that requires some 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 programs. This is a part-time permanent position to be filled immediately. Leading up to summer programs (late June), the Operations Coordinator is expected to work approximately 20 – 24 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.

Primary responsibilities of this individual include, but are not limited to, the following:

GEAR COORDINATION

- Address & implement year-round program gear needs, including fundraisers

- Coordinate gear maintenance, intake, moves, and disposal as needed
- Coordinate Gear Club, a weekly program for volunteers to repair gear and attend music & instrument workshops
- Manage the Gear Loan Program
- Recruit & coordinate gear-related volunteer support as needed
- Maintain and organize Willie Mae Music Lab inventory

GENERAL PROGRAM AND OFFICE OPERATIONS

- Help to create a Program Team structure and culture that is efficient, productive, and which centers social justice & anti-oppression practices.
- Provide support for office responsibilities, IT operations, and general support as needed
- Provide support for all programs, partner programs, volunteer celebrations, special events, and fundraising events as needed
- Order supplies (merch items, banner ads for website and camp materials)
- Maintain website
- Supervise all media (hire photographer and manage photography, hire and manage graphic designer, oversee videography, etc.)
- Coordinate camp T-shirt design and printing
- Represent organization at meetings with current and prospective partner organizations
- Participate in organizational and leadership development activities, trainings and conferences as needed
- Support Resident Band program with Program Coordinator as needed

CAMP SESSIONS

- Coordinate and liaise with showcase sites
- Recruit, hire & supervise Gear Coordinator/Master Roadie
- Hire moving company and supervise moving
- Lead Program Load-In & Load-Out sessions
- Supervise camp food operations and logistics
- Supervise production of all core program printed materials
- Set up, maintain, and break down on-site camp HQ office
- Establish security measures for valuable items
- Collect & generate content and coordinate production of Showcase Programs

Qualifications

- Minimum of two years experience in office management, operations, production, events management, or similar experience
- Experience with gear
- Ability to safely lift up and move up to 50 pounds
- Demonstrated experience managing people
- Highly organized, resourceful, and able to handle a variety of administrative tasks accurately and timely; good prioritizing skills
- A problem solver with a 'can-do' attitude: seeks creative solutions to challenges and

needs, and is eager to learn. Strives to do the best work at all times.

- Extremely capable of working independently and also a real team player: has initiative, enthusiasm, flexibility, and ability to collaborate with other staff and volunteers
- Strong interpersonal skills: a warm individual with strong verbal and written communication skills, with demonstrated ability to respectfully and openly communicate with people of varied ages, races, gender expression and identities, and class backgrounds.
- Commitment to furthering our mission of empowering youth and adults
- Fluency in Excel, Word, Google programs required; working knowledge of Wordpress a plus.

People of color and female-identified people strongly encouraged to apply.

Salary is competitive for part-time work and commensurate with experience. Some benefits are offered, and Willie Mae Rock Camp for Girls strives to maintain an organization that is inclusive and supportive of its employees.

TO APPLY

If you would like to apply, please provide a resume and cover letter, stating why you believe you would rock at this position! We are accepting applications on a rolling basis until the position is filled. Please send materials to hire@williemaerockcamp.org with Operations Coordinator in the subject heading.

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.