



## Music Forward Foundation

### Program Facilitator, Los Angeles -- Job Description

#### About Us

**Music Forward transforms young lives, inspires careers, and champions a more inclusive music industry.** Music Forward bridges our communities to the music industry, empowers ambition, and creates momentum to redefine what is possible for the youth and industry we serve. **Music Forward invites everyone to play a part in moving culture forward; join the movement by following [@MusicForward](#), and learn more at [www.musicforward.org](http://www.musicforward.org).**

#### The Job

Music Forward is seeking a dynamic, self-starter who is passionate about the live entertainment industry and helping young people identify pathways to success. The Facilitator executes a series of career exploration and preparation workshops in-person and virtually, in this seasonal, part-time, non-exempt position. Successful candidates will have some experience in program facilitation and youth engagement, while demonstrating excellent organization and communication skills. Facilitation training will be provided. This position reports to the Associate Director of Education and reports day-to-day to the Associate Manager of Education and is based in Los Angeles.

#### Details of the job

- Execute a series of program workshops, on-site and virtually, for high school and post-secondary aged youth, leveraging Music Forward content and curriculum for artist and career development. Virtual workshops will be held in a series of four sessions, typically once a week. In-person workshops will be held bi-weekly in sites (typically high schools) across Los Angeles.
- Drive set up for workshop and arrive prepared (familiar with audience, event logistics, speaker bios, event flow and goals, etc.) and on time.
- Effectively manage time and flow of workshops to ensure all goals of session are met. Be attentive and adaptable to youth and experts to ensure engagement in workshops.
- Serve as moderator for guest speakers attending workshops as industry experts.
- Provide feedback on participant workshop materials and logistics as needed.
- Support the collection and reporting of attendance and assessment materials for workshops.
- Be responsive to emails and phone calls from Music Forward staff and workshop contacts.
- Additional event duties as needed.

#### What you bring

- Workshop, facilitator, and/or group management experience
- Strong interpersonal and communication skills
- Some knowledge of workforce development
- Demonstrated interest in live entertainment and music industry
- Attention to detail and strong organizational skills
- Sound judgment, professionalism, and a positive "can-do" attitude
- Ability to lead and work with diverse groups of people and youth ages 16-24
- Has a growth mindset, open to training, feedback, as well as a self-driven learner

- A personal cell phone
- A personal car or regular access to reliable transportation, along with a valid driver's license and proof of car insurance; mileage reimbursed
- Flexibility to work during weekdays, Monday – Friday, 8:30am-4pm. Workshop days/times typically set 2+ weeks in advance.

*Music Forward is an Equal Opportunity Employer. We do not discriminate in recruitment, hiring, training, promotion or any of employment practices for reasons of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

This is a part-time, non-exempt, seasonal position with a wage ranging from \$30-45 per hour, depending on experience. Hours will range per month based on timing of workshop series with an average of 10 hours per month during the school year. Opportunity to expand to additional facilitation roles.

**To apply:**

Email your resume and cover letter to [jobs@musicforwardfoundation.org](mailto:jobs@musicforwardfoundation.org). Subject "Program Facilitator – YOUR NAME"