Job Title: Production Assistant

About Street Symphony:
Our Mission: Street Symphony harnesses the convening power of music to invite connection and relationship.

Street Symphony is a Los Angeles-based nonprofit organization that utilizes music to create opportunities of human connection to homeless and incarcerated communities through workshops, events, and one-on-one musical instruction. These musical programs are held at Skid Row clinics, homeless shelters, permanent supportive housing agencies, and LA County jails.

Ideal Candidate: Street Symphony is seeking a part-time team member who presents an invaluable work ethic, positive attitude, passion, and empathy. Our organization is powered by individuals willing to apply their strengths as needed with the willingness to learn from and grow with the organization. We hope to find an individual who will meet our preferred requirements, but more importantly, brings their unique gifts and an energetic drive complementary to our organization's culture.

Job Description: Reporting directly to the Associate Artistic Director, the Project Assistant is responsible for on-the-ground support for all in-person musical programming, and assists the Associate Artistic Director with various tasks. In addition to assigned events and projects, the Project Assistant will be expected to attend weekly staff meetings.

On a monthly basis, the Project Assistant will be responsible to attend and assist production (5) regular in person events per month, and assist in the production of Street Symphony’s two flagship events in September and December respectively.

Regular Events:
- Drumming in the Parks - 2nd Thursday of the Month
- Refresh Spot - 2nd Saturday of the Month
- Music With A Mission at The Midnight Mission - 4th Thursday of the Month
- Music for the Soul at Downtown Women’s Center - 4th Friday of the Month
- Additional rotating pilot event - date TBC per month, generally on the 4th Saturday or Sunday of the Month.

Special Events
- Four Seasons - 10/29/2022
- Messiah Project - 12/9/2022

General Responsibilities:
- Assist Associate Artistic Director with moving and setting equipment
- Lead sound production set up, including live sound, and livestream set up for occasional events.
- Coordinate Musicians and act as point person for musicians and facility staff
- Take mobile phone photos and videos to be shared on social media
- Be a witness to the event and offer qualitative reports of events from a storyteller perspective
- Assist with breakdown of equipment
- Transport equipment from storage to events
- Meet with Associate Artistic Director prior to events for planning and coordination
For Messiah Project and Four Seasons, Project Assistant will be expected to work longer work weeks 3 weeks prior to the event to assist with more robust artistic and logistical planning.

Outside of project/event based contractual work, the Project Assistant will be expected to attend weekly staff meetings from 11:30am-12:00pm on Mondays and possibly other meetings to discuss upcoming programs and events.

Qualifications:
- Must have your own laptop
- Must live in Los Angeles area
- Must have a their own automobile and valid drivers license
- Preferred 2-3 years event/concert planning and production experience
- Basic experience in audio visual production related to streaming hybrid events (in person and virtual)
- Experience with sound and various components related to it (microphones, audio cables, adapters, etc.)
- Experience with computer, projectors, video, live-stream, sound systems
- Using Technology (Tech Savvy) - Working with electronic hardware and software applications
- Self-Management - Showing personal organization, self-discipline, and dependability
- Teamwork - Collaborating with others to achieve shared goals
- Maintain and organize equipment

Hiring Process:
We are committed to a fair and respectful hiring process, and we do our absolute best to respond to every applicant. We prioritize communication and transparency with all candidates, even those who are not moving forward. Here is an overview of the hiring process:

Step 1: Submit your application.

Step 2: Phone screen Interview

Step 3: In Person Interview (1st round)

Step 4: In Person Interview (2nd/Final round)

Step 5: Possible reference check

Step 6: Start your onboarding journey with Street Symphony!

Note: Some of our hiring processes may vary, and not all candidates will advance to each step.

Compensation: $25/hr; approximate 20hrs a month, with extended hours during special events

Please send your cover letter and resume to contact@streetsymphony.org. Subject line: Production Assistant. For more information about Street Symphony visit our website at StreetSymphony.org