

WORDS BEATS & LIFE, INC.
Intern/Volunteer Application for the Cipher

EMPLOYER INFORMATION

Employer: Words Beats & Life, Inc.

Contact Person: Goldie Deane

Title: DC Urban Arts Academy Director

Address: 1525 Newton St. NW, Washington, D.C. 20010

Email: goldie@wblinc.org

Phone No.: (202) 667-1192

POSITION INFORMATION

Position Title: INTERN/VOLUNTEER

Position Type (check all that apply):

✓ Entry-level

✓ Full-Time Experienced (exceptional case only)

✓ Internship/Co-op

✓ Part-Time

✓ Summer

✓ Volunteer (unpaid)

Desired Start Date: Rolling

End Date (if applicable): 13 weeks

Approx. Hours per Week: 10-20 (depending on position and availability). It is preferred that interns/volunteers commit to a minimum of 3 hours weekly, unless volunteering for special events only or as a speaker.

Salary Level: All Entry-Level Contracted Teaching Artist start at a pay rate of \$14/an hour. All internships with the DC Urban Arts Academy are unpaid unless otherwise specified.

ABOUT WORDS BEATS & LIFE, INC.

Founded in 2002, Words Beats & Life transforms individual lives and whole communities through hip-hop. At the heart of all that we do is the belief that hip-hop can serve as the necessary filter between hope and despair for the youth of the District of Columbia. WBL currently serves 150 students at its five Urban Arts Academy sites in D.C. and up to 300 students during the summer. Our two major program areas are The Urban Arts Academy and The Cipher. The Academy is a pre-vocational arts program for youth ages 5-23 in the District of Columbia and The Cipher is a growing resource for our ever-expanding network of hip-hop based organizations. Please visit www.wblinc.org for further details.

Contracted Positions:

- 1. Site Director:** All Site Directors in the DC Urban Arts Academy are responsible for the management of teaching staff, and report directly to the Academy Director. They should have a strong background in teaching as well as a deep appreciation, understanding, and personal connection to hip-hop. The position requires evening availability and occasional week-end availability. The ideal candidate exhibits strong organizational and communication skills. Must be able to oversee the development of lesson plans and in class instruction. Their duties and responsibilities allow them to build meaningful mentoring relationships with Academy students.
- 2. Youth Development Specialist:** All Youth Development Specialist in the DC Urban Arts Academy are responsible for the tracking the development of our students mental health, social well-being and growth. Their duties and responsibilities allow them to build meaningful mentoring relationships with Academy students.

Volunteer Positions:

1. Teaching Artists Assistants

These volunteers assist teachers with the management of students in the classroom. These responsibilities can include but are not limited to, setting up the classroom, answering questions, collecting materials. These volunteers are able to participate in the daily activities in the class.

2. Event Assistants

These volunteers are expected to attend event specific orientation in addition to volunteer the day of the event. These volunteers' task may vary from registration, set-up or breakdown.

3. Speaker Series

These volunteers wish to come into the academy during a pre-scheduled day of programming and host a workshop wherein they introduce themselves, their craft, and offer hands on exposure to their work.

4. College Material Study Hall

These volunteers meet with students one hour before scheduled programming to offer assistance in homework, test preparation and vocabulary.

5. Gender-based Programming

The volunteers volunteer their time to share their personal experiences and ideas with the students enrolled in the gender based programs.

6. In-Kind Volunteer

Any professional is welcome to volunteer their services or resources to the academy.

REQUIREMENTS & QUALIFICATIONS

Class Level: (Desired class level, check all that apply)

- ✓ **Junior** (exceptional case only or for special events)
- ✓ **Senior**
- ✓ **Graduate Student**

Work Authorization Desired: (circle all that apply)

- ✓ **Other** (All non-U.S. residents must provide proof of visa or other legal paperwork).

Majors Desired: Non-profit and/or Arts Management, Arts (Visual/Performing), African American Studies, Creative Writing, English, Media/Communications, Women’s Studies, Popular Culture Studies, Film, Music, Sociology, Education, Business (Marketing, etc.), Technology (Web design, IT, etc.), and others related to/interested in youth development, non-profit/arts and arts management and the work of WBL.

Additional Qualification & Experience Desired:

APPLICATION PROCESS

Application Materials Desired: (check all that apply)

- ✓ Resume
- ✓ Cover Letter
- ✓ Writing Sample
- ✓ Other Documents (for journal positions, please include any relevant experience as a writer, copy editor or with another publication)

Please e-mail the documents listed above and/or any questions to:

goldie@wblinc.org

CONTRACT POSITION TITLE: Site Director of *DC Urban Arts Academy*.

REPORTS TO: Academy Director and Assistant Academy Director

PURPOSE: All Site Directors in the DC Urban Arts Academy are responsible for the development of lesson plans and in class instruction. Their duties and responsibilities allow them to build meaningful mentoring relationships with Academy students.

About Words Beats & Life, Inc.

Founded in 2002, Words Beats & Life transforms individuals and whole communities through the core elements of hip-hop culture. At the heart of all that we do is the belief that hip-hop can serve as the necessary filter between hope and despair for the youth of the District of Columbia.

WBL currently serves 150 students at its five Urban Arts Academy sites in D.C. and up to 300 students during the summer. At WBL, we feel that hip-hop is the ideal means for creative expression to break the cycle of hopelessness because of its history and culture, which is rooted in the community itself. By valuing hip-hop culture, we validate the students themselves. Our staff develops curriculum, projects, and programs geared specifically towards breaking the cycle of poverty and hopelessness. WBL also organizes a local and national network of hip-hop based organizations (The Cipher), which equips organizational leaders with the tools and experiences necessary to build sustainable communities.

WBL accomplishes its goals through two main program areas—The Urban Arts Academy, a pre-vocational arts program for youth ages 5-23 in the District of Columbia, and The Cipher, a growing resource for our ever-expanding network of hip-hop based organizations. This year, The Cipher will expand to four geographies for its third national gathering, *Remixing the Art of Social Change: A Hip-Hop Approach* teach-ins: St. Paul, Minnesota; Chicago, Illinois; San Francisco, CA; and Washington, D.C. Past teach-ins have drawn a total of over 150 organizations from around the U.S. doing comparable work that were previously working in isolation from one another.

The Cipher is a multi-component program that is completely unique in the hip-hop nonprofit field. However, the focus is singular—to serve as an invaluable resource to hip-hop independent artists, non-profit organizations, scholars and activists both nationally and internationally. This is accomplished by providing research-based resources, convening members of the field, establishing promising practices for this field, advocating on behalf of the field with members of the foundation and corporate communities.

About *DC Urban Arts Academy*

At the heart of all that we do is the belief that hip-hop can serve as the necessary filter between hope and despair for the youth of the District of Columbia. WBL is committed to producing learning journeys through hip-hop that lead Academy students to succeed in our three focus areas: Employability, Skill Mastery, and Post-Secondary Education. We accomplish our goals through two main program areas—The Urban Arts Academy and The Cipher. The Academy is a pre-vocational arts program for youth ages 5-23 in the District of Columbia.

Our Vision: The Urban Arts Academy seeks to use hip-hop culture as a vehicle to increase youth development in employability, mastery, and self-awareness. To foster a new generation of students and scholars who see the value in preparations, mastery, and extended learning.

Our Mission: It is through the development of intergenerational relationships rooted in hip-hop culture, the staff of the Urban Arts Academy work closely with the students as Mentors. These mentoring relationships allow the teaching artists, to share their skills as a means of increasing the students cognitive, communication, and interpersonal skills. To use our talents as artist to be the buffer between hope and hopelessness. To use, hip-hop as the ideal medium through which to create such a buffer. To use the sound aesthetic movement written language of the culture to teach geography, science, art, history and more.

Our Goals:

1. To promote post secondary education to all our students
2. To create a positive community young scholars, artists, and musicians
3. To host the premiere events for young hip-hop artists in the Washington DC area
4. To develop an appreciation for the history, techniques, and developments of the elements of hip-hop.
5. To promote the study and evaluation of hip-hop culture in an academic environment.
6. To promote youth development through the arts; particularly hip-hop.
7. To decrease the number of students in gang activity, drug activity, and destructive behavior.
8. To expose the DC community to the talent and contributions of its young people.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Manage Teachers, volunteers, and guests that operate at your designated site
- Be the lead on all site visits
- Maintain the visual aesthetic of the academy including all mandated signs and information
- Maintain all the informational boards on site
- Plan at least one field trip for every 45 days of academy
- Plan one speaker series per 30 days of academy
- Supervise transportation of all students
- Keep a running file of all students enrolled in your site including contact information, school information etc.
- Maintain the students happenings logs as well as emergency log
- Maintain the site budget
- Secure supplies for the site that do not exceed the monies allocated per site
- Secure snack for the site that falls in line with Words Beats & Life's health standards
- Inform program director and assistant program director to the happenings on site
- Maintain the attendance of both teachers and students
- Inform all contractors as to changes in scheduling or events
- Attend weekly updates on Mondays at noon
- Plan site Meetings for all volunteers and contractors at your site
- Develop lesson plans for designated class
- Must successfully complete all trainings and orientation specific to the session
- Follow the policy and procedures as outlined for the academy and its students
- Maintain and productive and healthy learning environment at all times
- Attend all staff and site meetings as planned by directors
- Participate in all group ciphers, discussions and activities with students
- Properly track the artistic progress of students
- Help maintain and clean working site environment
- Actively participate in Hustlenomics
- Actively participate in College Material
- Actively participate in Reading More than Books
- Attend and work all public DC Urban Arts Academy events
- Participate in the development of DC Urban Arts Academy Fundraisers
- Participate in food handing and serving for students at the site
- Abide by the disciplinary rules and procedures at each site
- Identify possible volunteers, speakers, and guest artist to participate in programs
- Maintain open lines of communication with all directors of the academy
- Complete student and director evaluation upon the successful completion of session

- Review and understand all appropriate language as it relates to the Academy

QUALIFICATIONS:

- Must have a proven track record as a successful Teacher/Artist;
 - Must have experience establishing individual and collective goals for a staff;
- Must have experience managing staff
- Must have working knowledge of classroom management as it pertains to teaching
 - Must be able to implement new ideas and programs within working curriculum
 - Must be knowledgeable or have a small a working knowledge of hip-hop
 - Must see value in using art as a means to support Positive Youth Development
 - Must be an experienced, effective mentor, with excellent presentation skills;
 - Must have the ability to provide leadership and direction while, at the same time, being able to follow through on multiple projects/deadlines with minimal oversight;
 - Must have strong interpersonal and written communications skills

Compensation: \$18/hour; not to exceed 30 hours per week.

Observed Holidays: All National Holidays

CONTRACT POSITION TITLE: Youth Development Specialist of *DC Urban Arts Academy*.

REPORTS TO: Site Director

PURPOSE: All Youth Development Specialist in the DC Urban Arts Academy are responsible for the tracking the development of out student's mental health, social well-being and growth. Their duties and responsibilities allow them to build meaningful mentoring relationships with Academy students.

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15. To decrease the number of students in gang activity, drug activity, and destructive behavior.
16. To expose the DC community to the talent and contributions of its young people.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Develop learning Journeys with students who have been identified as needing your assistance
- Successfully complete all trainings and orientation specific to the session
- Follow the policy and procedures as outlined for the academy and its students
- Maintain and productive and healthy learning environment at all times
- Attend all staff and site meetings as planned by directors
- Participate in all group ciphers, discussions and activities with students
- Properly track the developmental progress of students
- Help maintain and clean working site environment
- Actively participate in Hustlenomics
- Actively participate in College Material
- Actively participate in Reading More than Books
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QUALIFICATIONS:

- Must have a proven track record as a successful Teacher/Counselor;
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- Must be able to implement new ideas and programs within working curriculum
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- Must be an experienced, effective mentor, with excellent presentation skills;
- Must have the ability to provide leadership and direction while, at the same time, being able to follow through on multiple projects/deadlines with minimal oversight;
- Must have strong interpersonal and written communications skills

Compensation: Based on Experience

Observed Holidays: All National Holidays