



Adobe Youth Voices Media Mentor Job Description

Adobe Youth Voices empowers youth in underserved communities around the globe with real-world experiences and 21st-century tools to communicate their ideas, exhibit their potential, and take action in their communities. Our professional development program engages talented educators of middle and high school age youth to gain new skills to enable youth to create digital media projects for positive personal and community change. Adobe Youth Voices Media Mentors support these educators by modeling effective youth media practice in the classroom, and coaching educators on facilitation, technical, and creative skills.

This is a contract, part-time position to provide AYV sites with in person support that enables the educators and young people to successfully complete their AYV projects and achieve the program outcomes. Each mentor works with each site for 30 hours per year. This position reports to the AYV Sites Program Manager.

AYV Media Mentor responsibilities:

- Visit sites in the first month of this Agreement to create a project plan, assess mentor needs and to allocate hours appropriately
- Assist with software installation if necessary
- Coach and support educators as they implement their AYV projects, helping each site to stay aligned with the values and objectives of the program
- Provide expertise on eliciting genuine youth perspectives and ensuring that the media produced is authentic and meaningful to its young authors
- Guide educators and youth to produce quality work to the best of their abilities and help them deliver finished work which can be exhibited
- Provide technical assistance and critical feedback on final cuts or drafts to encourage the production of high-quality finished work
- Support educators and their young people in the use of software, computer equipment, video and digital cameras, etc., and provide training as needed
- Assist sites in developing exhibition plans for their finished work and help them keep in mind their intended audiences from the early stages of development
- Advise sites on technical issues, such as formatting, streaming, uploading, etc. for exhibition of finished work and ensure timely delivery of completed work
- Attend meetings with the AYV Sites Program Manager and provide progress reports to identify and address issues and needs that arise
- Represent AYV and ensure that its philosophy and mission are adhered to by sites
- Participate in a preliminary training and planning session
- Reinforce the appropriate usage of assets and compliance with licensing and other legal requirements and assist in compiling all necessary release forms and licenses
- Contribute ideas and suggest potential exhibition opportunities, not only to the sites served, but also to the AYV sites network as a whole
- Provide technical assistance to year-end culminating events in the assigned region

- Provide technical assistance to Program Manager on curriculum and training materials for educators

AYV Media Mentor Requirements:

- Enthusiasm for the purpose and goals of AYV and willingness to become a productive and collaborative team member
- Experience and proven expertise with youth media development (samples of completed work required)
- Ability to work collegially with educators in schools and in out of school programs
- Facility to work effectively with diverse middle and high school age young people
- Technical expertise in the production and exhibition of multiple formats of youth media
- Proven experience with Adobe software and capability with applications appropriate to the AYV sites projects