

## CAREERS@ULEC

**Program:** Urban League of Essex County Tech House  
**Position/Title:** Part-Time Audio Engineering Instructor  
**Location:** 152 Littleton Avenue, Newark, NJ 07103  
**Hours:** Saturdays 9:30am – 4:00pm  
**Hourly Rate:** \$30/hr  
**Reports To:** Director of Urban League of Essex County Tech House

**Basic Functions:** Responsible for developing and delivering a comprehensive curriculum that introduces students to the principles and practical applications of audio engineering. The role requires a strong understanding of sound technology, recording equipment, and software as well as the ability to engage and inspire students. The goal is to equip students with the knowledge and skills needed to pursue further education or careers in the field of audio engineering.

**Responsibilities:**

- Conduct engaging and informative audio engineering classes for diverse groups of learners, adapting teaching methods to accommodate various learning styles.
- Design a curriculum that covers fundamental principles of audio engineering, including sound theory, recording techniques, mixing, and post-production.
- Develop lesson plans, instructional materials, and hands-on projects that align with educational standards and industry practices.
- Demonstrate proficiency in audio recording and editing software (e.g. Pro Tools, Ableton Live, and Audacity) and familiarity with various audio equipment.
- Stay current with industry trends and technological advancements in audio engineering.
- Oversee the high school audio engineering studio, ensuring equipment is properly maintained, and available for student use.
- Instruct students on studio etiquette, safety protocols, and equipment operation.
- Offer additional assistance to students who need extra support or guidance in understanding and applying audio engineering concepts.
- Encourage creativity and innovation in student projects.
- Assess student performance through projects, assignments, and practical exams.
- Provide constructive feedback to help students improve their technical skills and creative abilities.
- Foster partnerships with recording studios, professionals, or organizations for guest lectures, workshops, or internships.

**Qualifications:**

- Proven experience in audio engineering, recording, and production.
- Teaching or training experience, especially at the high school level, is preferred.
- Proficiency with audio recording software and equipment.

- Strong communication and interpersonal skills.
- Enthusiasm for fostering creativity and innovation in students.
- Ability to create a positive and inclusive learning environment.

**How To Apply:**

E-mail resume/CV and cover letter to [jsantos@ulec.org](mailto:jsantos@ulec.org) AND [careers@ulec.org](mailto:careers@ulec.org).  
In the subject line, write **Audio Engineering Instructor**.

**Equal  
Opportunity  
Statement:**

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

*The Urban League of Essex County is an Affirmative Action/ Equal Opportunity Employer.*