



**MNN EL BARRIO FIREHOUSE COMMUNITY MEDIA CENTER**  
175 East 104<sup>th</sup> Street, NY, NY 10029 ♦ Tel: 212-757-2670

Dear Guardian/Participant:

Welcome to MNN El Barrio Firehouse Community Media Center! This facility opened in January 2012 as a place of learning, creativity and action. This orientation packet has been developed to assist you with navigating MNN's Youth Media Center program.

Through the next few weeks we will introduce you to media education and production, and we encourage you to take advantage of this unique opportunity. If you do so, we are confident that you'll have an experience that will change the way you look at your life and the world. The Youth Media Center Program leads the youth to become certified producers of Manhattan Neighborhood Network and the opportunity the use of our studios and equipment to create socially conscious media that are later broadcast on one of our channels.

To ensure full participation in the program, we require your/your guardian's consent to take occasional field trips and permission to record and broadcast videos taken throughout the program. Additionally, in order to have access to our studios and equipment, it is required that you assume financial liability for their use. We kindly ask that you review this package on its entirety; it contains information about our organization and our facilities. In addition, in order to complete your registration in our training, you must bring in the following documentation:

- Photo ID (State ID or school ID are accepted)
- Proof of Residency (Utility bill or school transcript accepted) If you live with your parents, a document with their name and address is also accepted, this should match the same address on the Authorization Form.
- Complete and sign the Authorization Form + Acknowledgment Receipt in this package (pages 5-7)

Once these forms have been submitted to us, your registration to our Program will be completed. We are confident this program will provide you with skills to produce media that challenges and advances our world.

Sincerely,

Zenaida Mendez  
Director,  
MNN El Barrio Firehouse Community Media Center

Silvia Echeverria  
Manager,  
MNN's Youth Media Center



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## **ABOUT MANHATTAN NEIGHBORHOOD NETWORK YOUTH MEDIA CENTER**

The Youth Media Center (YMC) housed at the MNN El Barrio Firehouse has a mission to develop the next generation of media makers and critical thinkers. We provide training in the technical, creative and social aspects of media making. Our program encourages the critical analysis of local, national and international social justice issues; community activism; and personal and professional development.

All media produced at the Youth Media Center is hosted and distributed in The Youth Channel, a cable and multimedia platform that focuses on highlighting media created by the youth and for the youth. The Youth Channel is available online and it is broadcast from Monday through Friday from 6 p.m. to 7 p.m. on MNN Channel 4.

## **QUALIFICATIONS FOR OUR PROGRAM**

Prospective applicants must:

- Undergo an interviewing process with MNN El Barrio Firehouse Community Media Center Staff
- Present a resume and indicate interest in working with media
- Have basic computer skills and know to utilize the internet
- Have good verbal and written communication skills
- Have a strong interest in community and youth media
- Be action-oriented work ethic with “can do” approach
- Have ability to work independently, collaboratively and calmly with minimal supervision and under deadlines

The following qualifications are favorable but not mandatory:

- Working knowledge or experience with Adobe After Effects, Photoshop, Lightroom
- Knowledge of Sound Editing
- Active knowledge and interest in Photography
- Social media savvy (Twitter, Facebook, YouTube, Instagram)
- Must be proficient in Microsoft Office and Google applications
- Must have excellent time management skills and ability to prioritize workloads
- Be interested in current events. Should constantly be on the hunt for unique visual angles on Breaking News



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## **MNN'S YOUTH MEDIA CENTER CODE OF CONDUCT FOR CURRENT AND RETURNING PARTICIPANTS**

The Youth Media Center is a space for opportunity and growth is grounded in the following principles:

- **RESPECT:** Extend respect to others as well as one's self. Communicate directly with one another.
- **EACH ONE, TEACH ONE:** Teach and learn from one another. Be bridges of growth and education to each other.
- **CREATING COMMUNITY:** Build relationship networks to advance the human condition wherever we are.
- **MASTERY:** Be disciplined and strive to achieve excellence for body, mind, spirit and community.
- **SAFETY:** Create relationships and environments free from physical, mental and social harm.
- **CREATIVITY:** Be open to exploring a universe of beauty and possibility.
- **UNITY THROUGH DIVERSITY:** Embrace who we are and affirm the many differences that strengthen and make our common humanity powerful.
- **COLLABORATION:** Use the human power of relationships to build, thrive and together "boldly go where no one has gone before".
- **PEACE & JUSTICE:** Rise up for human rights, harmony and justice.

All current and returning participants are expected to follow these principles at all times.

## **COMMUNITY RULES AND EXPECTATIONS OF PARTICIPANTS**

At Manhattan Neighborhood Network, our mission is to build our communities through socially conscious media. The Youth Media Center takes pride in providing with high quality training as well as a safe space to exchange ideas, voice opinions, learn and collaborate. The Youth Media Center is a shared space, for this we are entitled to follow community rules and meet our expectations as participants, collaborators and alumni.

### **ATTENDANCE AND PUNCTUALITY:**

- All program participants are expected to be on time and ready to work and learn. A maximum of two absences are permitted, 2 lateness equals one absence. Participants must communicate with instructor before the start of the workday if an unexpected absence or lateness occurs
- In addition, participants must sign in and out of the building every day, this will be the instructor's attendance record. Cell phone use is not permitted during training.
- Unannounced outside guests are not permitted in our facilities
- All alumni visiting the center should notify a staff member



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## **COMMUNICATION:**

- As participants and returning alumni, you are expected to show courtesy to fellow classmates, instructors, visitors and staff members.
- Verbal or physical harassment and use of foul language are not tolerated in our space.
- No question is useless in our program, we learn from each other. During your training be present and listen to one another's stories and also be prepared to tell your own story.
- Whenever possible step back and encourage others to voice their opinions. Be open to learn about others' communities and field of interests.

## **DRESS CODE:**

- Every work environment has its rules on how to dress. At the Firehouse, you may dress casually, including jeans. However, avoid clothing that is too tight, too short, too revealing, too flashy or otherwise inappropriate.

**By following the community rules and expectations, your experience here will be enriched to its full potential.**

## **CONTACT LIST**

The Youth Media Center and MNN El Barrio Firehouse staff members are here to make your experience in our program as enriching and empowering as possible. Feel free to always reach out to us in person, by phone or email with any questions, concerns or suggestions you might have regarding our program. Below is the contact information of the team that will be working with you in the next few weeks.

MNN El Barrio Firehouse  
Community Media Center  
175 E 104th Street  
New York, NY 10029  
(212) 757-2670 x200

Brenda Leon,  
Youth Media Instructor  
(212) 757-2670 x216  
brendaleon@mnn.org

Zenaida Mendez, Director MNN El Barrio  
Firehouse Community Media Center  
(212) 757-2670 x212  
[zenaida@mnn.org](mailto:zenaida@mnn.org)

Tiffany Hill Rock, Production  
Facilitator/Studio Instructor  
(212) 757-2670 x204  
tiffanyrock@mnn.org

Silvia Echeverria,  
Manager of Youth Media Center  
(212) 757-2670 x218  
silviaecheverria@mnn.org

Andre Manning, Youth Production  
Coordinator  
(212) 757-2670 x209  
andremanning@mnn.org

Meron Tebeje  
Administrative Assistant  
(212) 757 2670 ext 217  
merontebeje@mnn.org

Richard Garrick, Youth Channel Lead  
Producer  
(212) 757-2670 x203  
richardgarrick@mnn.org



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**PROGRAM AUTHORIZATION FORM**

<b>STAFF USE ONLY</b> <b>USER ID:</b> _____ <b>CYCLE:</b> _____ <b>YEAR:</b> _____
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Dear Guardian or Participant,

We hope this letter finds you and your family well. We are delighted of your interest in Manhattan Neighborhood Network’s Youth Media Center’s program. Our trainings are held at MNN El Barrio Firehouse Community Media Center, a newly renovated state-of-the-art production and broadcast facility located at 175e 104th ST. New York, New York 10029.

The purpose of this letter is to ensure your full participation in our program, and to provide you with our best services and support. We ask that you please fill out this form completely in blue ink and return it to the Youth Media Center Office. Please select one:

- My name is \_\_\_\_\_, I am a parent/legal guardian completing this form on behalf of my child \_\_\_\_\_, who is under 21 years old.
- My name is \_\_\_\_\_, I am over 21 years old.

By filling out this form, you confirm your commitment to attend MNN’s Youth Media Center’s Production Certification training or internship program.

Please consent participation in the following activities by checking the boxes:

- Field Trips:** I grant him/her permission to participate in program activities including occasional field trips outside of the facility.
- Videotaping/Photography:** I authorize MNN to record and edit his/her image in connection with the program and agree that these may be broadcast on MNN channels. MNN as the producer shall own all rights, titles, and interests in the recording and related materials.
- Social Media Usage:** I grant consent for my child to utilize MNN monitored social media accounts to promote socially conscious content and Youth Media Center programming.
- Facilities & Equipment Use:** I grant consent to him/her permission to use the Firehouse Editing Bays and field camera equipment and assume financial liability for damage or ruin directly the result of his/her negligence, carelessness, or misconduct. I agree to pay the replacement value or cost of repairs and acknowledge that failure to do so will result in his/her loss of privilege to use MNN facilities or equipment.

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### **AUTHORIZATION FORM (Continued)**

Please provide the Youth Media Center with your contact information. (For those over 21, please also provide information for an emergency contact). Shall you have any questions, please feel free to contact Silvia Echeverria at (212) 757-2670, ext. 218.

#### **PARTICIPANT'S CONTACT INFORMATION**

FULL NAME: _____	AGE _____	
ADDRESS: _____		
CITY: _____	STATE: _____	ZIP: _____
HOME: _____	CELL PHONE: _____	
EMAIL: _____		

#### **PARENT OR GUARDIAN CONTACT INFORMATION**

FULL NAME: _____		
RELATIONSHIP TO PARTICIPANT: _____		
ADDRESS: _____		
CITY: _____	STATE: _____	ZIP: _____
HOME: _____	CELL PHONE: _____	
EMAIL: _____		

#### **ADDITIONAL EMERGENCY CONTACT INFORMATION**

FULL NAME: _____		
RELATIONSHIP TO PARTICIPANT: _____		
ADDRESS: _____		
CITY: _____	STATE: _____	ZIP: _____
HOME: _____	CELL PHONE: _____	
EMAIL: _____		

If you have any questions after your orientation or after you have reviewed these documents, please a staff member for assistance.

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## **ACKNOWLEDGEMENT RECEIPT**

This orientation packet has been developed to assist you with navigating the Youth Media Center. By signing below, you acknowledge that you received and understand the following documents:

- YMC Code of Conduct
- YMC Expectations of Participants
- YMC Community Media Center Contact List
- Authorization Form (to be filled out by parent if under 21)
- Field Trips
- Videotaping/Photography
- Social Media Usage
- Facilities and equipment use

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Participant Signature & Date

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Parent/Guardian Signature (if under 21) & Date

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MNN Youth Media Center Staff (Signature & date)

If you have any questions after your orientation or after you have reviewed these documents, please contact us at [youtheducation@mnn.org](mailto:youtheducation@mnn.org) or 212 757 2670 ext 200