



Instrumental Music Assistant & Substitute Teaching Artist (Part Time)

Overview

Our Mission: ZUMIX empowers young people to build successful futures for themselves, transforming lives and community through music, technology, and creative employment.

Since 1991, ZUMIX has offered award winning music and creative media programs for youth in the Greater Boston area ages 7-18. We have grown from a kitchen table project, to serving 1,000 young people annually through out-of-school programming, as well as in-school arts expansion initiatives. ZUMIX is dedicated to empowering young people through music, and to fostering personal and professional development, artistic growth, and civic engagement, as well as the 21st century skills needed to achieve success in college and career. Our staff members are creative and passionate individuals who hold each other accountable to our mission, vision, core values, and to high standards of excellence. For more information on our work, please visit www.zumix.org.

As ZUMIX concludes our 31st anniversary, we look back with pride on three decades of great work and look forward with optimism at all that lies ahead. We are investing in our staff; we are deepening relationships with youth and their development; we are increasing our commitment to serving our broader community, which was hard-hit during the pandemic; we are embarking on expanding music partnerships with the Boston Public Schools and neighboring districts; and we are evolving our curriculum to align with the changing needs of our constituents.

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Reports to: Instrumental Music Manager

ZUMIX seeks a committed, organized, and personable individual to join our team in support of our Adventures In Music (AIM) department. This role will ensure smooth coordination with AIM families and accurate record-keeping to track progress on programmatic goals. This role will also provide our current artistic staff with a substitute teaching artist.

Responsibilities

- Maintain an upbeat presence at the front desk and over the phone to welcome all visitors to ZUMIX, building relationships with youth and their families
- Accompany families through participant application process
- Support the Instrumental Music Manager with correspondence to families, including managing contact information, intake and placement
- Assist with organization, outreach, and communications for AIM events, including biannual showcases and seasonal Z-Lounges
- Serve as an ambassador of ZUMIX, developing a deep knowledge of the history, practices and impact of the organization
- Provide support to AIM teaching staff as a substitute teaching artist
- Other administrative tasks or projects as needed or requested

Qualifications

- 1-3 years of relevant work or educational experience in a customer service or public-facing role, ideally in a nonprofit/mission-driven organization
- Able to teach instrumental music – including guitar, bass, piano, drums, trumpet, trombone or vocals; proficiency on multiple instruments is a plus
- Skilled at communicating with constituents of all ages and backgrounds; Spanish and English verbal and written proficiency preferred
- Self-starter, bringing a positive attitude and willingness to contribute to a dynamic team
- Proficient in Microsoft Word, Excel, Google Suite for all work products; comfort learning new software such as Airtable, Asana, or Canva
- Strong love of music with a commitment to creative youth development, connection to the East Boston community, and demonstrated enthusiasm for the mission and values of ZUMIX

Compensation and Benefits

This is a part time hourly position, scheduled for 10-12 hours per week on Mondays and Wednesdays from 3pm-8pm; additional hours available weekdays 10 am – 8 pm and Saturdays, not to exceed 25 total hours per week.

Benefits include paid time for holidays and organizational closures, including an annual closure from December 25th until January 2nd, access to professional development funds, 1% payroll IRA retirement match, and sick time (including PFML). Hourly rate is commensurate with experience and budgeted for \$21-24 per hour.

ZUMIX does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff, along with our participants, their families, our volunteers, subcontractors, and vendors.

To Apply

Please email resume, cover letter, and list of three professional references to Omar Sosa, Instrumental Music Manager, at apply@zumix.org. Please write “AIM Assistant & Substitute Teaching Artist: [your name]” in the subject line.

Applications are due by **8pm on Tuesday, December 12, 2023**.