



Instrumental Music Manager (Full Time)

“This program is like the euphoric feeling I get when I listen to Mitski. It has taught me that I’m important, my voice is important, and that I shouldn’t be afraid to share it with the world.” – *Katherine, teen film and radio producer at ZUMiX.*

About Us:

At ZUMiX, we believe in the power of young people. We believe that young people are capable and self-determinant. Young people drive our work, voice their perspectives, and hold power. We are a youth-run radio station, a recording studio and a performance space. We are a place where youth are leaders, artists, and musicians. We empower young people to build successful futures for themselves - transforming lives and community through music, technology, and creative employment.

From our LEED-certified headquarters in East Boston and throughout the city, ZUMiX offers over 40 programs annually for young people ages 7-18, including private and group music lessons. Each year, over 1000 young people participate in programs through in school partnerships, out of school and summer programs.

Our work has an impact locally and across the country. We are proud to partner with local neighbors like Eastie Farm and seven East Boston schools, across the region with the Revere Public Schools and Berklee College of Music, and to receive national recognition from First Lady Michelle Obama, as a recipient of the [National Arts and Humanities Youth Program Award](#). Our students have performed for community events and alongside Sting and Pink Floyd’s Roger Waters.

Since our founding, we have successfully positioned ZUMiX for consistent growth and financial sustainability. Fundraising and contributed revenue accounts for over 80% of our annual revenue. Our 27-member team includes creative and passionate artists and teachers who hold each other accountable to our mission, vision, core values, and high standards of excellence.

ZUMiX is proud to be located in East Boston, a diverse neighborhood home to newly arrived immigrants from Central and South America as well as Southeast Asia. Over 50% of East Boston’s population is of Hispanic origin and half of the households are Spanish speaking.

For more information on our work, please visit www.zumix.org.

The Position

The ZUMiX **Instrumental Music Manager** supervises and supports our Instrumental Music department, an integral part of our creative youth development programming. This is a multifaceted position that requires enthusiasm, excellent communication skills, and attention to detail. The Instrumental Music Manager is a member of the Program Leadership Team, which collaborates to ensure excellence throughout ZUMiX programs. The Instrumental Music Manager will oversee ZUMiX’s Adventures In Music (AIM) program, which includes private and group instrumental lessons, as well as advanced ensembles acting as their booking agent for paid internal and external gigs. She/he/they will provide guidance and leadership to other teaching artists in best practices. The Instrumental Music Manager will be responsible for managing AIM student data in Airtable, and coordinating student graduation data for ZUMiX’s other programs. She/he/they will work to support the efforts of the Director of Programs, Director of Finance and Administration, and Grant Writer to provide data as needed.

Key Responsibilities:

Oversight

- Serve as visionary leader of ZUMIX's Instrumental Music department currently comprised of 10 teaching artists working with approximately 200 students ages 7-18.
- Oversee Instrumental Music program area, which includes private and group lessons, and ensembles
- Onboard and supervise all contracted music teachers in the AIM Program
- Support, train and implement ZUMIX's core values and theory of change model within AIM programming
- Organize and facilitate monthly AIM teacher meetings
- Support ensemble teachers with student auditions and preparing for gigs
- Maintain relationships with external partners such as Berklee City Music and Boston Arts Academy
- In collaboration with the Pathways department, help curate and plan periodic masterclasses and workshops for AIM students.
- Work with the Director of Finance to develop and oversee the AIM budget
- Represent the Adventures In Music (AIM) program area as a member of the Program Leadership Team (PLT)
- Collaborate with PLT to ensure program excellence including:
 - Support program outreach efforts including reaching out to local partners and schools
 - Coordinate intake, enrollment, and retention including tracking all students in database
 - Evaluate programs with an eye to continual improvement
 - Attend weekly PLT meetings
 - Help PLT lead Program Orientation each semester

Administrative

- Maintain and update monthly attendance sheets for private instructors
- Work with Director of Finance & Administration to ensure monthly invoicing and billing is up-to-date and accurate
- Manage private lesson waitlist, reach out to prospective students, and pair them with teachers
- Plan bi-annual student recitals in January and June
- Act as booking agent for advanced ensembles
- Keep inventory of and maintain equipment/resources in teaching rooms
- Monitor instrumental equipment donations and plan yearly yard sale or older equipment
- Manage room schedules and internal room scheduling requests for all AIM related programming
- Maintain student database across all program areas
- Attend regular staff meetings and PLT meetings

Qualifications:

There are innumerable ways to learn, grow, and excel professionally. We respect this when we review applications and take a broad look at the experience of each applicant. We want to get to know you and the unique strengths you will bring to the work. This said, we are most likely to be interested in your candidacy if you can demonstrate the majority of the qualifications and experiences listed below.

- 2+ years experience in a supervisory/management position
- 2+ years experience in youth development/music education, preferably in a nonprofit/community based setting or public school
- Bilingual in English and Spanish or Portuguese
- Degree in performing arts or music education, non profit administration, project management, or equivalent work experience
- Strong database management skills and knowledge of administrative software
- Strong relationship-building and interpersonal communication skills
- Ability to manage multiple, cross departmental priorities and work collaboratively
- Strong administration and organizational skills
- Musicians of all kinds encouraged to apply

Work Location and Hours:

This position works onsite 4 days/week and one day remote. ZUMIX is based at the firehouse, ZUMIX's Gold LEED Certified performance and office space in East Boston. Our administrative team is typically in the office 9:30am-5:30pm and our program staff hours are between 12pm-8pm. There will be times outside of standard work hours where participation and leadership is expected, e.g. our events are during evenings and weekends. Our work space is vibrant; buzzing with energy, music, youth program participants and Gigi, the friendly office dog. While musical expertise is not required, a knowledge of music and love of joyful noise is important.

The firehouse is conveniently accessible via the MBTA Blue Line and bus lines; street parking is available.

How to Apply:

Interested candidates are encouraged to promptly email their cover letter and resume to apply@zumix.org. Please write "[YOUR NAME] - Instrumental Music Manager" in the subject line. All applicants that will move forward in the process will receive a response to their application within two weeks of submission.

We plan to have phone/video interviews in March/April with select candidates. A few finalists will have an onsite interview day with representatives of ZUMIX's staff and the Teen Council, followed by a holistic reference check process. The expected start date is May 2024.

Compensation, Benefits and Culture:

This is a full-time position with generous paid time off including an annual closure from December 25th until January 2nd, annual professional development funds, retirement planning and contribution of 1% of salary match. ZUMIX pays premiums for short-term, long-term, and life insurance, with access to many other benefits on the Justworks platform. Annual salary is commensurate with lived and professional experience; the role is budgeted to land between \$56,000-62,000.

When working at ZUMIX, you can expect:

- *An inclusive workplace* that reflects the community we serve and where everyone's voice is heard and valued. All perspectives are welcomed and appreciated.
- *A great place* to learn and grow. We provide our staff with professional development funds and internal professional development opportunities.
- *A healthy work-life balance*. We offer our staff generous paid time off and flexible schedules, and we close our office from December 24 through New Year's Day each year to allow everyone time to recharge.
- *Creative encouragement*. We are always willing to explore new processes, ways of thinking, and different approaches to problem-solving. Collaboration is encouraged and celebrated. We also provide low-cost studio time and free rehearsal space.
- *An empathetic workplace* where opinions and feelings are valued and acknowledged through open communication and support in difficult situations.

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.