



Instrumental Music Coordinator & Substitute Teacher (Part 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, film and radio producer

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.

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.

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

The Position

The **Instrumental Music Coordinator + Substitute Teacher** at ZUMIX is a committed, organized, and personable individual, who supports our Adventures In Music (AIM) department. He/she/they ensures smooth coordination with AIM families and accurate record-keeping to track progress on programmatic goals. He/she/they will also provide our current teaching staff with an on-site substitute teacher.

Key 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 the Instrumental Music Manager in managing departmental finances, including tracking family payments, coordinating and establishing payment plans with families, and supporting the overall balance and financial health of the AIM Department.
- 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 all teaching staff by covering their classes when needed
- Support with donation intake and correspondence
- Support with upkeep of space and instrument care

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.

- 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 multiple instruments including but not limited to guitar, bass, piano, drums, trumpet, trombone, and vocals
- Spanish and English verbal and written proficiency preferred; skilled at communicating with constituents of all ages and backgrounds
- 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, Quickbooks, 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

Work Location + Hours:

ZUMIX is based in East Boston, MA in a former city owned firehouse, which was transformed into a Gold LEED Certified arts education, performance and office space. Our hours of operation are M-F from 10am-8pm. This position is onsite 3 days/week from 3-8pm. There are times outside of standard work hours where participation and leadership is expected, e.g. substituting for others, or attending our events during evenings or weekends. Our workspace is vibrant; buzzing with energy, music, youth program participants and Gigi, the friendly office dog.

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

Job Offer + Benefits Include:**Starting Compensation**

- This is a part-time (10-15 hour/week) position, with required hours on Mondays and Thursdays from 3-8pm. There is a possibility to work beyond these hours on certain weeks depending on needs.
- Hourly rate is commensurate with experience and budgeted for \$21-\$24 per hour. Substitute teaching hours will be compensated as a 1099 contractor, starting at \$27/hr. Salaries are evaluated on an annual basis during the fiscal year end, with opportunities for advancement, cost of living allowance (COLA) increases, and/or merit-based increases.

Benefits

- Access to professional development funds
- IRA – ZUMIX contributes 1 percent of salary annually
- ZUMIX is part of the Justworks (PEO) network that provides a variety of benefit offerings and streamlined HR support. A separate document is provided that outlines some of these offerings.

Paid Time Off

- 1 hour of paid sick time per 30 hours worked
- 15 holidays (plus ZUMIX is closed the week between Christmas & New Year's) annually

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If interested, send a resume and thoughtful cover letter to Jennifer Aldana, Instrumental Music Manager, at apply@zumix.org. Please write "Instrumental Music Coordinator & Substitute Teacher Job – [Name]" in the subject line.

Application Deadline:

Applications will be reviewed on a rolling basis. Preference given to applications received by November 30, 2025.