



Radio Program Coordinator (Full Time, Hybrid)

"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.

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

Radio Program Coordinator (Full Time)

Reports to: Director of Creative Media + Technology

ZUMIX seeks an enthusiastic and highly-organized individual with youth development experience and a strong interest in community radio. The **Radio Program Coordinator** will work to build the capacity of our station and support the overall success of media and technology programming at ZUMIX.

This full-time position is a connective and social role suited for an idea maker, who has technical skills and finds joy in listening, building and working alongside youth and community radio producers. In this role, participants look towards you for momentum and structure, while growing their confidence in telling life and community stories.

Responsibilities:

Motivational Team Leadership

- Collaborate with youth storytellers to identify neighborhood stories and write, produce and edit content.
- Support production of live youth radio shows, by connecting a cohort of youth participants with adult mentors and opportunities for interviews and field recording.
- Supervise youth radio intern/s as needed.
- Coordinate training and retention of volunteer mentors and adult radio producers.

Media Programming

- Alongside the CM+T team, implement, design and deliver inspiring programs that facilitate growth in personal, artistic, professional and community competencies.
- Guide and inform dynamic radio curriculum for youth ages 12-18.

- Facilitate after-school programs in live broadcast and audio storytelling at ZUMIX.
- Support the integration of radio curriculum into classrooms at East Boston High School.
- Coordinate with community partners to welcome exciting guests through the radio studio.
- Facilitate the curation of a diverse and relevant digital music library.
- Maintain all aspects of software, hardware and production equipment in the radio studio.
- Manage accounts and reporting to music licensing entities: BMI, SESAC, ASCAP and Sound Exchange.

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 working with youth
- Spanish and English verbal proficiency required
- Competence in Microsoft Word, Google Docs, and Apple OS/iOS
- Exceptional interpersonal and communication skills with youth and adults
- Demonstrated professional experience in audio, radio, and proficiency in Pro Tools/Audacity
- Commitment to youth development principles, community radio and community engagement
- Strong initiative and ability to work independently
- Strong group facilitation skills
- Multimedia production skills and comfort with visual documentation preferred

Work Location and Hours:

This position works onsite four days/week, with the option to work remotely one day/week. 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 are expected, e.g. our events are during evenings and 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.

Compensation, Benefits and Culture:

This is a full-time (40 hours per week) position with a starting salary of \$55,000-60,000 paid in bi-weekly amounts. 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

- Professional Development funds of up to \$750/year as funds are available
- IRA – ZUMIX contributes 1% of salary annually
- 403(b) plan and financial advisor, staff may choose to contribute a pre- or post-tax basis
- Individual Health & Dental covered at 80% or 50% for family plans
- 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

- 18 vacation days annually
- 15 holidays (plus ZUMIX is closed the week between Christmas & New Year's) annually
- 6 sick days annually

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.