



## **Songwriting + Performance Coordinator (Part-Time, Contract)**

*“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](http://www.zumix.org).

### **Songwriting + Performance Coordinator (Part-Time, Contract)**

Reports to: Program Director

ZUMIX is seeking a committed, creative and organized individual to serve as our Songwriting + Performance Coordinator for 8 weeks this summer – June 29 – August 21.

The **Songwriting + Performance Coordinator** will work closely with the Program Director to plan, execute, and support summer songwriting and performance programming. The coordinator will play a key role in helping young people explore their voices through music, while also supporting the structure and flow of performances throughout the summer. This is a hands-on role that blends program support, youth development, creative direction and event coordination.

**Key Responsibilities:***Program Support + Youth Development*

- Support daily summer programming focused on youth leadership, songwriting and performance
- Manage and support a team of up to six teen staff, ensuring they are engaged, supported and growing in their roles
- Collaborate with interdisciplinary teaching artists to support youth participants in exploring and creating original work – working as a team to practice both production and performance skills
- Guide creative projects connecting to themes of history, legacy and youth power as part of ZUMIX's 35th anniversary year
- Stay in close communication with program staff, teaching artists, and teen staff to ensure alignment and progress toward collaborative goals

*Creative Production + Performance*

- Support the planning and execution of live performances throughout the summer for ZUMIX's Street Program – a songwriting program featuring a mini-tour around Boston and beyond
- Curate and coordinate street performances and community-based shows, communicating with community partners and local venues to establish supportive spaces for youth sharing
- Invite and organize alumni, ensembles, current participants and youth leaders for performance opportunities, elevating youth voice and storytelling

*Events & Community Engagement*

- Support weekly ZUMIX Summer Concerts, Sundays in Piers Park, helping activate performances and showcase youth work
- Work with staff and youth to prepare for performances, including run of show, transitions and logistics, ensuring performances feel organized, welcoming and representative of ZUMIX's community

**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.

- Experience in music, songwriting, performance and/or creative production
- Experience working with young people, preferably in a teaching, mentoring, or youth development setting
- Strong group facilitation, organizational and communication skills
- Ability to manage multiple projects, while staying grounded and flexible
- A collaborative mindset and willingness to jump in with good humor, where needed
- Passion for creative youth development and a commitment to supporting young people's voices
- Commitment to upholding ZUMIX's mission and values.

**Work Location and Hours:**

This position works onsite five days/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 – for example, Sundays for our

concert series. 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 part-time (30 hours per week) contract position – from June 29 through August 21 – with a starting compensation of \$30/hour, paid monthly. The final schedule will be determined in collaboration with the Program Director based on program and performance needs.

**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.

**To Apply:**

Please email your resume, cover letter and 2–3 professional references to Corey Depina, Program Director, at [apply@zumix.org](mailto:apply@zumix.org). In the subject line, please write “Songwriting & Performance Coordinator – [Your Name].”