



Title: Youth Employee (Part-time)

About Youth Development

The Youth Employment Program (YEP) at the Community Music Center of Boston (CMCB) provides professional and creative space for young people to gain invaluable hands-on work experience in an arts administration nonprofit. We aspire to empower youth by increasing self-efficacy, providing meaningful mentorship, and ensuring financial freedom through personal and professional growth!

You will join a cohort of like-minded, creative peers as our program historically accommodates ages 14-24. All program participants work part-time (5-25 hours/week) at CMCB's Community Music School in the South End. We offer work in every department: Advancement, Programs, and Finance & Operations. Depending on the department, work formats include on-site or hybrid.

The youth employee experience offers excellent opportunities for career development in the arts, professional development resources, and hands-on work with many personal and professional growth opportunities.

Ready to impact the local community of musicians, performers, and artists? Apply to be a CMCB youth employee today!

If you are passionate about the arts and seeking employment opportunities but still have questions about our Youth Employee Program, please contact Taylor Hope Rogers, Youth Development Manager, at trogers@cmcb.org

Possible Projects:

Advancement: Handles all the fundraising, grants, marketing, and advertising, and the team is integral in external relations and increasing CMCB's visibility.

- Research funding opportunities, grants, and prospective donors.
- Organize and assess data projects that help CMCB communicate effectively with donors and tell a persuasive story about the importance of our work, including research about who participates at CMCB and who gives money.
- Support internal communications and public appearances that effectively present department data points by helping produce graphics, tables, slides, public event set-up, and gathering material.
- Learn and utilize CRM (customer relationship management) database software to ensure accurate entry and timely acknowledgment of donations.



Finance/ Operations: Manages all day-to-day operations related to information technology, facilities, financial management, and human resources.

- Report on various data points and provide relevant financial and employee management recommendations
- Document and digitize department and organizational systems, including learning and implementing financial tracking and auditing.
- Assist with operational tasks
- Research special topics regarding different professional trainings, policies, etc.

Programs - Community Engagement Program: Works collaboratively with a wide range of partners throughout Greater Boston to create programs that meet the needs of each unique community.

- Directly assist external and internal events with our CMCB community partners, including schools, local communities, and nonprofit organizations.
- Generate creative content for CMCB's website and promotional marketing efforts, including photos, videos, and graphic design.
- Track finances and maintain important programmatic data.
- Conduct relevant research as assigned by our Senior Director of Community Engagement Programs.

Programs - Community Music School: provides registration services, strategic programming, and financial assistance for instrumental and vocal lessons, classes, and ensemble training to the greater Boston community led by our professional musician staff.

- Engage professional customer service techniques in a welcoming manner, especially when interacting with the public, families, and students.
- Consistently assist with registration office operations and front-office coverage, including answering phone calls, providing general information about program offerings, directing questions/messages to appropriate CMCB staff, monitoring the main registration and general information emails, etc.
- Learn and optimize systems for our instrument inventory, library cataloging, and alumni digitization projects.
- Work on special research-based projects led by our Senior Director of the Community Music School and Associate Director of the Community Music School



Programs - Youth Development: Manages professional development, personal growth, and direct supervision of all CMCB and participating partners and youth workers.

- Collaboratively plan and execute internal and external professional development events for youth workers across greater Boston.
- Support the development and implementation of department systems.
- Conduct research for professional development training, third-party speakers, and potential collaborators.

Essential Qualifications

- Comfort in working in an inclusive and culturally diverse environment.
- Preferably available to work in person at CMCB's South End location.
- Ability to work in a team-based, collaborative work environment.
- Ability to maintain confidential and sensitive information.
- Excellent written and verbal communication.
- Highly organized with good attention to detail
- Prioritizes tasks effectively while working independently.
- Positive attitude with an open mind to learn new approaches to work from industry leaders.
- Willingness to learn Google Suite or Microsoft Office Suite, including spreadsheets, word documents, and presentations (prior experience preferred).

Physical Demands

The duties of this position are performed indoors in a business/office setting. The noise level in the work environment is usually moderate during active programming hours and minimal otherwise. While performing the duties of this job, the employee must be able to remain in a stationary position 50-75% of the time. They will need to constantly operate a computer and other office productivity machinery. The person in this position frequently communicates verbally with internal and external constituents and must be able to exchange accurate information in these situations. They will also need to recognize and identify different forms of acceptable payments, including cash, check, and credit card.

The above information on this position description has been designed to indicate the general nature and level of work performed by individuals within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. This



document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

ABOUT COMMUNITY MUSIC CENTER OF BOSTON

Community Music Center of Boston is an arts education nonprofit founded in 1910, with a mission to transform lives by providing equitable access to excellent music education and arts experiences. Over 4,000 students participate in our programs every week. We are proud to act as the largest external provider of arts education to the Boston Public Schools, supporting rigorous, relevant, and culturally-responsive musical instruction for one of the most diverse school districts in the nation. CMCB's Community Music School Division offers lessons, group classes, ensembles, and early childhood programming at our headquarters in Boston's South End. Our Community Engagement Programs operate in partnership with a dozen public schools, a dozen social service agencies, and a variety of community centers, housing developments, and charter schools, supporting programs throughout virtually every neighborhood in Boston, in-school, after-school, and in the summer.

Community Music Center of Boston is committed to recruiting and fostering a diverse community of staff and students and is proud to be an **Equal Opportunity Employer**. BIPOC individuals, LGBTQIA+ individuals, and members of other historically disenfranchised and marginalized populations are strongly encouraged to apply.