ZUMIX
SUMMER JOBS
July 6th- August 21st
Email your resume & cover letter to Wilce.Mascary@zumix.org by June 26th 12:00 pm

Apply if you are:
✓ A Boston resident
✓ Between the ages of 15-18
✓ Willing to attend 7 Leadership/Facilitation Forums via Zoom
✓ Willing to complete financial literacy workshops & mental health modules
✓ Excited about working on a team of music lovers over the summer
**ZUMIX Creative Film Summer Intern**  
Supervised by: Brittany Thomas, Director of Creative Media + Technology

**Job Description:**  
ZUMIX seeks a summer intern to support our video program. The ZUMIX Video Intern will assist the Video Coordinator with the planning and co-facilitation of our summer program, Creative Filmmaking. The ZUMIX Video Intern will also work alongside the Director of Creative Media + Technology to create visual content as a digital producer for 94.9FM ZUMIX Radio. Applicants should work well with other young people, be excited to stretch their own creativity and be open to supporting a wide range of video projects.

**Responsibilities:**
- Assist with program curriculum and planning daily agendas
- Co-facilitate activities in class
- Attend all trainings and professional development opportunities
- Work collaboratively with other staff members and radio hosts to produce video content
- Expected to attend and participate in the community Mondays and the open mic's?

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**ZUMIX Songwriting & Performance Summer Intern**  
Supervised by: Corey Depina, Performance & Youth Development Manager

**Job Description:**  
ZUMIX seeks a Songwriting & Performance Summer Intern to work with the Performance & Youth Development Manager to provide support for summer songwriting and performance programs. Applicants should have strong organization skills and attention to detail, and have an interest in learning about teaching and program coordination.

**Responsibilities:**
- Assist in planning and facilitating classes
- Support Street Program participants
- Serve as a bridge between participants and facilitator
- Help plan Street Program tour
- Provide logistical support with program related events
- Organizational duties such as filing, scanning, and data entry
- Assist with outreach
- Work collaboratively with other ZUMIX participants and staff
ZUMIX Z-Tech Summer Intern

Supervised by: Ed Emerson, Creative Technology Manager

Job Description:
ZUMIX seeks a summer intern to support our audio and tech programs. The ZUMIX Audio Tech Intern will assist the Creative Tech Manager with the planning and co-facilitation of our summer programs, Beatmakers, and Mix-It.

Throughout the programs, the intern will get hands on experience producing music with Reason, and recording and mixing using digital tools. Applicants should work well with other young people, be excited to stretch their own creativity and be open to supporting a wide range of audio projects.

Responsibilities:
- Assist with program curriculum and planning daily agendas for Beatmakers, and Mix-it
- Co-facilitate activities in class
- Attend all trainings and professional development opportunities
- Expected to attend and participate in the community Mondays and the open mic's?

ZUMIX Radio Summer Intern

Supervised by: Rene Dongo, Radio Station Manager

Job Description:
ZUMIX seeks a ZUMIX Radio Summer Intern to support storytelling on our radio station, 94.9FM. In this position, the Radio Intern will work to improve his or her audio storytelling skills, and apply these skills in co-facilitating workshops. The Radio Intern will also work on the production of radio programs to broadcast on our airwaves. Applicants should be passionate about music, stories, and working with other youth, with strong organizational skills and attention to detail.

Responsibilities:
- Co-facilitate two radioclasses – Firehouse and Hello, It’s Me... – working with radio staff to follow curriculum.
- Participate in radio staff meetings and youth staff professional development
- Work collaboratively with other ZUMIX participants
ZUMIX Rock Ed Summer Intern

Supervised by: Kadahj Bennett, Instrumental Music Manager

Job Description:
ZUMIX seeks a motivated youth to help enrich our Rock Ed programming. Rock Ed is a crash course on learning to be in a rock band. Working alongside the Rock Ed Coordinator, the summer intern will also co-facilitate the course and gain experience in writing curriculum and teaching lesson plans. Applicant must be flexible working with multiple people simultaneously and a strong passion for music and organizing events is desired.

Responsibilities:
- Support planning of Rock Ed curriculum
- Co-teach Rock Ed classes
- Support and mentor Rock Ed participants
- Strengthen AIM reporting and tracking
- Other administrative duties as needed
- Participate in program meetings
- Work collaboratively with other ZUMIX participants and staff
- Expected to attend and participate in the community Mondays and the open mic's?

ZUMIX Sprouts Summer Intern (2)
Supervised by: Laura Macias, Sprouts Coordinator

Job Description:
ZUMIX seeks a motivated youth to help enrich our Sprouts programming. Sprouts is an ensemble program for all of our Sprouts students (ages 7-11). Working alongside the Sprouts Coordinator, the summer intern will also co-facilitate the program and gain experience in writing curriculum and teaching lesson plans. Applicant must be flexible working with multiple people simultaneously and a strong passion for music is desired.

Responsibilities:
- Support planning of Sprouts curriculum
- Co-facilitate Sprouts classes
- Assist with material support for Sprouts classes (poster design, organize supplies)
- Assist with program evaluation
- Other administrative duties as needed
ZUMIX Pathways Summer Intern
Supervised by: Wilce Mascary, Pathways Manager

Job Description:
ZUMIX seeks a Pathways Summer Intern to work with our Pathways Manager to provide support for summer programming and other administrative functions. Applicants should have strong organization skills and attention to detail, and have an interest in learning about programming and event planning.

Responsibilities:
- Assist with planning Summer Speaker Series (career exploration panels)
- Prepare questions and facilitate panel events
- Assist with planning for summer Pathways programming
- Plan events for seniors and juniors, including workshops and informal Zoom meets
- Assist with outreach and creation of flyers and other materials
- Participate in program meetings
- Work collaboratively with other ZUMIX participants and staff
- Expected to attend and participate in the community Mondays and the open mic's?
Victoria E. Escobar  
E-mail: vickys23@hotmail.com  
20 Hemenway Street Apartment XCF  
Boston, MA 02115  (617) 872-5555

EDUCATION

Boston Public School  
Boston, MA  
Expected graduation date: 2017  
Cumulative GPA: 3.8  
Honors: National Honor Society  
Relevant Courses: Elementary Spanish I and II; Introduction to Statistical Analysis

EXPERIENCE

Urban Dreams Youth Development Program  
Dorchester, MA  
Assistant Program Coordinator / Stride Rite Community Scholar  
Jan – June 2004

- Supervised and mentored thirty Boston area youth, ages 12-18  
- Provided students with tutorial assistance and encouragement  
- Collaborated with thirty local colleges and universities to obtain volunteer tutors and mentors  
- Coordinated the daily lunch and or dinner provided for the youth of the program

Siman Entertainment  
Newton, MA  
Assistant Office/Onsite Manager  
Sept 2002 - June 2003

- Provided event-planning consultation, event management and direction to agency clients  
- Acquired new clients through telephone and mail correspondence as well as in-person interviews and presentations  
- Managed daily office operations and new vendor attainment

Chili’s Restaurant  
Averill, NY  
Hostess  
Summers 2002 and 2003

- Greeted customers upon entering the restaurant and coordinated seating arrangements  
- Demonstrated problem solving and communication skills while addressing concerns and needs of customers  
- Cleaned tables and menus when necessary in an efficient manner

Smith Family  
Livingston, NY  
Child Care Provider  
Summer 2001

- Accountable for the safety of two girls, ages three and five, from 6 am to 5 pm Monday through Friday  
- Demonstrated warmth and patience in care of children  
- Effectively juggled multiple tasks, such as preparing breakfast, lunch, and snacks, while appropriately supervising the children

SKILLS

Computer: Microsoft Word, Microsoft Excel and Access, Internet  
Languages: Fluent in Spanish
Interests: International travel, skiing, computer games
cover letter

opening
To Whom It May Concern, / Dear Sir or Madam,
Dear Mr. O’Brien,

reason for writing
I am writing to express my interest in the position of ...
I wish to apply for the position of ...
I am writing in response to your advertisement for ...
I am writing to enquire as to whether there are any vacancies ...

introducing yourself
I am currently working as a ... / I am currently studying ...
At present, I am working for xxx where I am responsible for ...
I have been working in my current position for the past (time).

talking about your education & experience
I graduated from ABC University with a degree/master’s degree in ...
The nature of my studies has prepared me well for a position such as this one.
As you can see from my CV, I have worked ... and gained experience ...
My mother tongue is English and I am fluent in both French and German.

why you are the best for this position
I feel I am suitable for this role as I have a great deal of experience in ...
I consider myself to be a friendly, efficient and enthusiastic worker.
I believe I would be the ideal candidate based on the fact that I ...
I am very keen to work for an ambitious company such as yours.

closing comments
Thank you for taking time to consider my application.
I am available for contact and/or interview at any time.
If you wish to contact me, you can do so on +353 86020 ...
Should you require further information, do not hesitate to contact me.
Please find CV attached (emails) / enclosed (letters).

signing off
I look forward to hearing from you.
Yours sincerely, (if you know the name ‘Dear Mr. O’Brien’)
Yours faithfully, (if you are writing to ‘Dear Sir or Madam’)

CORK ENGLISH TEACHER