



### Overview

Our mission: ZUMIX empowers young people to build successful futures for themselves, transforming lives and community through music, creative media, and technology.

Since 1991, ZUMIX has provided music & creative technology programs for youth ages 7-18 in the Greater Boston area. We serve over 1,000 students annually - 400 in our out-of-school creative youth development programs and over 600 through in-school partnerships. We run creative youth development programs in the areas of: songwriting and performance, audio and video technology, community radio, and instrumental music instruction. Our partnerships with local schools are to expand in-school arts learning. ZUMIX's goal is to foster young people's personal and professional development, artistic growth, and civic engagement as well as to promote the 21st century skills needed to achieve success in college and career. For more information on our work, please visit [www.zumix.org](http://www.zumix.org).

### Position: Director of Programs

### Reports to: Executive Director

ZUMIX's Director of Programs ensures the excellence of over 40 programs annually (including group programs in Songwriting & Performance, Music Technology, Instrumental Music, Radio & Video Production, and private lessons in guitar, piano, drums, bass, brass, ukulele, and voice). In addition, she/he/they will manage ZUMIX's three local in-school partnerships. The Director of Programs will work with staff to set program priorities, assess program outcomes, and ensure program quality, as well as serve as a member of the management team that is responsible for the overall success of ZUMIX. She/he/they will maintain an effective organizational structure, manage program change/growth and invest in the development and capacity of program staff and youth participants. This role requires enthusiasm, patience, flexibility, and a sense of humor. A successful candidate will be a guiding force for realizing the mission, upholding core values, and inspiring the motivation of staff, participants, and community partners. \*All employees have been asked to work remotely since March 2020. This position will work out of our Boston office when employees are asked to return to the office.

### RESPONSIBILITIES:

#### Programs

- Supervise, manage, support, and develop the capacity of the Program Leadership Team, which includes the Youth Development and Performance Manager, the Director of Media and Creative Technology, the Instrumental Music Manager, and the Pathways Coordinator.
- Oversee the Sprouts program.
- Oversee program evaluation implementation to measure participant outcomes and assess program effectiveness in order to inform and evolve teaching practice
- Further develop a youth leadership system within programs that supports continued youth development as well as youth mentorship with a focus on higher education and/or career development
- Oversee and develop school and programmatic corporate partnerships
- Oversee programmatic and program-related administrative functions including program schedule, registration, and intake documents
- Track all programmatic strategic goals and ensure they are met
- Organize and oversee all program related events - graduations, showcases, and senior graduations
- Oversee the Play It Forward Program and its growth

#### Youth Development and Culture

- Uphold ZUMIX's Mission, Vision, and Values
- Work with staff & youth to maintain and build the ZUMIX culture as a "safe space" where student behavior and interactions are positive and where young people's opinions, ideas, and actions are valued
- Work to maintain and build investment and involvement of youth in organization
- Develop systems to involve ZUMIX alumni as appropriate



## Director of Programs Job Description

### Senior Management

- Serve as a member of ZUMIX's Senior Management team, responsible for making key organizational decisions
- Represent, promote, and advocate for ZUMIX externally at funder meetings, outreach events, performances, public forums, online, etc.
- In partnership with the Senior Management team, organize ZUMIX's annual staff retreat
- Work with Development staff to ensure that program grants reflect the goals of the program and vice-versa
- Serve as primary point of contact with ZUMIX parents, community leaders, and schools
- Participate in ZUMIX's annual budgeting process
- Oversee hiring processes for the program department and onboarding of new program staff

### REQUIRED QUALIFICATIONS:

- Strong belief in music as an empowering educational tool
- 3+ years experience with non-profit management, in evolving leadership role(s)
- 5+ years of youth development and/or arts education experience
- Master's degree OR equivalent experience in arts/music education, or nonprofit administration
- Proactive approach to problem-solving
- Ability to juggle multiple projects and responsibilities
- Strong administration skills (Google Suite, Airtable, CRM software, etc.)
- Excellent writing and communication skills
- Excellent organizational skills

### DESIRED QUALIFICATIONS:

- Advanced understanding of asset-based youth development, music performance, theory and pedagogy
- Strong experience in music education and curriculum development
- Experience with Logic Model and outcomes measurement frameworks
- Commitment to working with low-income and/or at-risk youth from various racial and ethnic backgrounds
- Creative, motivated, dynamic and outgoing individual
- Verbal and written fluency in Spanish

This is a full-time position. Benefits include generous paid vacation, holidays, sick time, health, dental, disability and life insurance, professional development funds, retirement (403b and IRA), and a creative, flexible organizational culture. Salary range: \$56,000-\$62,000 based on qualifications.

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, volunteers, subcontractors, vendors, and clients.

If interested, send a resume and cover letter to [apply@zumix.org](mailto:apply@zumix.org), attn: Jenny Shulman.

Write "[YOUR LAST NAME] - Director of Programs" in the subject line.

Applications will be reviewed on a rolling basis. *Our goal is for a late November, 2020 start-date.*