



## Z-Tech Audio/Video Coordinator (Part Time, Hybrid)

### Overview

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

Since 1991, ZUMIX has offered award winning music & creative media programs for youth in the Greater Boston area ages 7-18. We serve 1,000 young people annually through out-of-school programming, as well as in-school arts expansion initiatives. ZUMIX is dedicated to empowering young people through music, and to fostering personal and professional development, artistic growth, and civic engagement, as well as 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).

As ZUMIX celebrates our 31st year, we look back with pride on three decades of great work and look forward with optimism at all that lies ahead. We are investing in our Pathways department; we are increasing our commitment to serving our community, which was hard-hit during the pandemic; we are embarking on a new music partnership with the Boston Public Schools and neighboring districts; and we are evolving with the changing needs of our constituents.

ZUMIX staff members are creative and passionate individuals who hold each other accountable to our mission, vision, core values, and to high standards of excellence.

### Z-Tech Audio/Video Coordinator (Part Time, Hybrid)

Reports to: Creative Technology Manager (CTM)

ZUMIX seeks an enthusiastic and highly organized individual with music technology experience and a customer service background to join our staff. The Z-Tech Audio/Video Coordinator (AVC) will work with Youth Technicians, Audio Mentors and other ZUMIX staff and handle all communication with live sound clients. Responsibilities include organizing and streamlining our AV Service, day to day administrative tasks, booking, and documentation.

### Responsibilities

- Event booking:
  - Manage all communication regarding sound reinforcement (projection and live streaming are sometimes needed for in-house events) both internally and with external clients
  - Respond to inquiries within 48 hours. Event tracking requires basic proficiency in spreadsheets (data entry, reading military time, sorting ranges, filter views, and awareness of formulas in use—programming will not be required, but welcomed)
  - Assess PA needs for a variety of events both in and outdoor, assign appropriate equipment, and communicate details to youth techs and mentors in a timely manner
  - Gather and document all gig information in our digital log to ensure accurate billing of clients and payment to staff
  - Ensure all ZUMIX performances and events are supported in terms of sound reinforcement
- Equipment maintenance—requires weekly check-ups in person:
  - Notify CTM in a timely manner about all loss or damage to equipment
  - Assist in basic repairs like resoldering cables or replacing connectors
  - Source and purchase equipment when needed
- Supervision:
  - Schedule, supervise, and support 10+ Audio Mentors, and 10+ Youth Technicians and interns.
  - Establish relationships with youth techs and interns to schedule them for appropriate gigs, monitor

- their progress, and assess their proficiency to inform future training
  - Monitor evaluations (client, youth, mentor) and give feedback where necessary
- Collaboration with Creative Tech Manager:
  - Maintain and build AV Service client base
  - Hire and train new mentors
  - Curate workshops to enrich involvement for both youth techs and mentors
  - Organize annual meeting for all mentors, youth techs, and interns to meet and explore successes and failures with the aim of refining procedures
  - Assist with teaching through occasional subbing on gigs or visits to programs

## Qualifications

- Ability to juggle multiple projects and communication streams
- Ability to work independently and problem solve proactively
- Strong written and verbal communication skills
- Familiarity with stage plots, technical riders, backline, stage management and other production tools and concepts
- Experience with analog and digital mixing consoles, passive and active PA systems, graphic eq/feedback management, power distribution, FOH/Monitor placement and specification, microphone and DI selection, and cable management
- Proficiency in Microsoft Word, Excel, and Google Docs
- Demonstrated customer service background
- Bachelor's degree or equivalent life experience required
- 4+ years of professional live sound experience
- Strong commitment to youth development and the arts
- Excellent organizational skills
- Keen eye for detail
- Musical background and/or production management experience preferred

## Compensation and Benefits

This is a part-time hourly position scheduled for 16 hours per week, with flexible schedule and the option to complete some hours remotely. This role will receive paid time for holidays and organizational closures, including an annual closure from December 25th until January 2nd. Other benefits include access to professional development funds, 100% of Paid Family and Medical Leave (PFML) tax paid by ZUMIX, and 1% payroll IRA retirement match. Hourly rate is commensurate with experience and budgeted for \$24-28/hour.

*Additional hours may be available for a candidate who possesses experience in instrument/equipment repair and maintenance (including soldering) and is interested in leading a class that teaches these skills.*

ZUMIX is an equal opportunity employer. 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 resume, cover letter, and list of three professional references to: Wendyam Emerson, Creative Tech Manager: [apply@zumix.org](mailto:apply@zumix.org). Please write "AV Coordinator: [first and last name]" in the subject line.

Applications will be reviewed on a rolling basis. Our goal is a late-July, 2022 start date.