



## Video Coordinator (Full Time)

### Overview

Our Mission: 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.

### Video Coordinator (Full Time)

Reports to: Director of Creative Media & Technology

ZUMIX seeks an experienced, enthusiastic and highly committed videographer or filmmaker to join our artistic staff. This individual will contribute to an exciting moment of growth for our Creative Media + Technology department, supporting the organization to deepen sequential learning and professional opportunities for young media makers. The ideal candidate should have strong leadership and mentorship skills.

### Responsibilities

- Design curriculum for beginning and intermediate level video production programs, including videography for live streaming, short documentaries and music videos
- Develop sustainable workflow for youth employment opportunities via the ZUMIX Multimedia Service, providing video documentation at internal and external client events
- Train and collaborate with youth videographers and mentors for shooting and post-production of paid work for clients
- Develop and deepen relationships with industry professionals to support career pathways for young people
- Manage ZUMIX's video equipment, file storage and digital archive of completed work
- Support organizational efforts in visual storytelling to document youth artistic work within ZUMIX
- Contribute to outreach, enrollment and family engagement strategies

## **Qualifications**

- 2+ years' experience as a professional videographer/filmmaker
- 1+ year experience teaching youth video production skills, including media literacy
- Proficient in Adobe Premiere and/or other post-production software
- Excellent verbal and written communication skills with people of all ages and backgrounds
- Proficient in Microsoft Word, Excel and Google Docs
- Strong commitment to youth development and the arts
- Fluency in verbal and written English and Spanish strongly preferred

## **Compensation and Benefits**

This is a full time position with generous paid time off including an annual closure from December 25th until January 2nd, annual professional development funds, retirement planning and contribution of 1% of salary. ZUMIX pays 80% of health and dental for individuals (or 50% for plus 1 or family). Additional benefits include 100 percent of Paid Family and Medical Leave (PFML) tax paid, as well as short-term disability, long-term disability, and life insurance.

Annual salary is commensurate with experience, but budgeted to be around \$45,000 annually.

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, clients, volunteers, subcontractors, vendors, and clients.

## **To Apply**

Please email resume, cover letter, link or file of an artistic work sample and three professional references to Brittany Thomas, Director of Creative Media + Technology at [apply@zumix.org](mailto:apply@zumix.org). In the subject line, please write "Video Coordinator: [name]" in the subject line. Applications are due before August 19, 2022.