



Video Coordinator (Part 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 and 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.

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.

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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 fiction, videography for live shows, short documentaries and music videos
- Develop sustainable workflow for youth employment opportunities via the ZUMIX AV Service, providing video documentation at internal and external client events
- Train and collaborate with youth videographers and mentors for 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
- 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 part time position scheduled for 20 hours per week, with a flexible schedule. 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 budgeted at \$26-31/hour, commensurate with experience.

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. In the subject line, please write "Video Coordinator: [name]". Applications are due by February 1, 2022.