



## Music Forward Foundation

### Boston Project Manager, Summer Internships -- Job Description

#### About Us

**Music Forward transforms young lives, inspires careers, and champions a more inclusive music industry.** Music Forward bridges our communities to the music industry, empowers ambition, and creates momentum to redefine what is possible for the youth and industry we serve. **Music Forward invites everyone to play a part in moving culture forward; join the movement by following [@MusicForward](#), and learn more at [www.musicforwardfoundation.org](http://www.musicforwardfoundation.org).**

#### The Job

The Boston Project Manager assists the Director of Education with the execution and management of a new Boston summer career development program (Program) including curriculum buildout, community and youth engagement, and overall implementation of the program that runs from April through August, each year from 2022 - 2025. This program, a collaboration with Citizens Bank and Crossroads Presents, will provide workforce development and career exploration opportunities for graduating high school seniors from low-socio-economic backgrounds, with a focus on BIPOC youth. The Project Manager conducts outreach for the program, supports recruitment and selection of interns, coordinates program logistics, facilitates education sessions and tours of live entertainment venues, and is the lead contact for program participants.

The position is based in Boston and requires some virtual, as well as in-person and site work. This position reports to the Director of Education. The ideal candidate is a strong facilitator, familiar with venue operations, has excellent organizational skills, and is interested in supporting development and implementation of this program over three years, April – August, 2022-2025.

#### The Details

- **Conduct community outreach and drive program promotional strategies.** Assist the Director of Education with the identification and development of community relationships for year-over-year implementation of the Program. Conduct site visits and information sessions with prospective and current partners. Provide input to the Marketing team on content for program promotional needs including but not limited to social media, collateral, newsletter, and website.
- **Support development of program curriculum and assessment.** Assist the Director of Education with development of program facilitation and assessment materials through research, editing, and production of materials if applicable.
- **Lead program facilitation and provide operational support.** Juggling multiple duties, you will drive preparation, lead session facilitation, and wrap up for all virtual and in-person sessions. For in-person sessions, manage event set-up and tear-down, supervise volunteers, liaise with venue staff, present venue safety rules and procedures to students, and help coordinate the documentation of programming through photo and video. Work with Music Forward teams to set up registration forms, create and distribute video conference links, and facilitate sessions.
- **Lead the development and management of the intern program.** Oversee the recruitment, application and selection process, placement, and oversight of summer interns. With the support of the Music Forward team, and in collaboration with identified venue-based partners, confirm intern roles and the criteria for placement. Oversee intern schedules, facilitate weekly coaching sessions and trainings, and serve as a liaison for employers and interns throughout the six-week intern program.

- **Maintain program statistics**, including data entry and Salesforce database updates, reports, and campaigns for local and national programming contacts.
- **Be an active member of our team**: take initiative in support of our organizational strategies by brainstorming, researching and proposing strategic partners; participate in required staff calls and meetings; support additional duties as assigned. Stay informed and on top of live entertainment news and trends.

### **What you bring**

- 4+ years in program facilitation or community organizing field with experience managing a project across departments, nonprofits and companies.
- Ability to navigate k-12 college and career planning standards, and student support services for low-income and/or first-generation students
- General knowledge of the music industry and local community partners and experts preferred
- Experience working with groups of students ages 16-24 and/or experience working with skilled volunteers from a variety of professional backgrounds
- Youth development outcomes-based programming, program assessment, implementation, and data reporting experience. Experience in work-force development facilitation is preferred
- Strong interpersonal, communication, and collaboration skills
- Strong organizational skills and the ability to manage multiple tasks while maintaining attention to detail
- Sound judgment, professionalism, and a positive "can-do" attitude
- Ability to work independently and complete job requirements without direct supervision
- Ability to work with diverse groups of people
- Proficiency in Microsoft Office
- A personal cell phone
- A personal car or regular access to reliable transportation, along with a valid driver's license and proof of car insurance
- Flexibility to work some early morning, evenings and/or weekends for programs and special events as needed

*Music Forward is an Equal Opportunity Employer. We do not discriminate in recruitment, hiring, training, promotion or any of employment practices for reasons of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

This is a part-time, non-exempt, temporary position with a wage ranging from \$35-45 per hour, depending on experience. Hours will range as program ramps up, starting with an average of 16 hours per week April – May, and an average of 25 hours per week June-August.

### **To apply:**

Email your resume, cover letter, and three professional references to [jobs@musicforwardfoundation.org](mailto:jobs@musicforwardfoundation.org). Subject "Boston Project Manager – YOUR NAME"