



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.**

The Job

The Boston Project Manager assists the Director of Education with community outreach and management of a new Boston summer career development program (Program). 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 of interns, coordinates program logistics and 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 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 implementation of this program over three years, 2022-2025.

The Details

- **Conduct community outreach and drive program promotional strategies.** Meet with prospective and current partners in the Boston region. Provide input to the Marketing team on content for program promotional needs including but not limited to social media, collateral, newsletter, and website.
- **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.** Lead the recruitment, application process, placement, and oversight of summer interns. 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 in Salesforce and updating reports.
- **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 workforce development facilitation is preferred
- 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
- 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 with an average of 25 hours per week June-August.

To apply:

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