



**Title: Advancement Summer Intern**

**Summary of Position**

The advancement intern at CMCB will work with the marketing, social media, and fundraising staff, and will walk away with in-demand skills around grant writing/editing, video and photo editing, and strategies for publicity, advocacy, and promotion. The ideal candidate is reliable, energetic, self-motivated, organized and detail-oriented.

**Status:** Part time (minimum 18 hours/week), non-exempt, hourly

**Schedule:** 6/27/22 - 8/26/22, Monday through Friday

**Pay:** \$18/hour

**Reports to:** Senior Director of Development & External Relations  
Senior Director of Major & Institutional Gifts

**Works Closely With:** Development Associate

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**Essential Duties**

- Contribute to creating an alumni database by reviewing past files for contact information
- Support Advancement staff with Alumni outreach, such as emailing or calling alumni to schedule interviews, brainstorming interview topics questions, and assisting with the interview process
- Assist staff to with organizing and populating CMCB's contents at the Massachusetts State Archives, retrieving information as needed
- Additional duties as assigned

**Essential Qualifications**

- Be between the ages of 15 to 19
- Full-time resident of Boston
- Authorized to work in the United States
- Able to obtain a work permit by June 17th (unless turning 18 by June 26, 2022)
- Able to work a minimum of 18 hours a week between 9:00-5:00, Monday through Friday
- Must be able to comply with CMCB's vaccination verification or proof of testing requirement

- Able to travel to and from CMCB (34 Warren Ave, 02116)
- Can work with people of diverse backgrounds
- Ability to communicate clearly and effectively
- Work well with others and independently
- Proficient problem-solving and organization skills
- General aptitude for technology and email

### **Preferred Qualifications**

- Prior experience with Microsoft Office (Word, Excel, PowerPoint) and Google Suite
- Prior administrative experience is not required but a plus

### **Physical Demands**

The employee may occasionally lift or move boxes up to 10 pounds.

### **Application Instructions**

Please send the following by email to [jobs@cmcb.org](mailto:jobs@cmcb.org). Address your materials to Zachary Sheets, Senior Director of Major & Institutional Giving:

- A statement of interest explaining why you want to work at CMCB
- A current resume
- One personal reference

**Applications will be reviewed beginning April 13th as they are received. *Please, no phone calls or walk-ins.***

## **ABOUT COMMUNITY MUSIC CENTER OF BOSTON**

Community Music Center of Boston is an arts education nonprofit founded in 1910, with a mission to transform lives by providing equitable access to excellent music education and arts experiences. Over 4,000 students participate in our programs every week. We are proud to act as the largest external provider of arts education to the Boston Public Schools, supporting rigorous, relevant, and culturally-responsive musical instruction for one of the most diverse school districts in the nation. CMCB's Community Music School Division offers lessons, group classes, ensembles, and early childhood programming at our headquarters in Boston's South End. Our Community Engagement Programs operate in partnership with a dozen public schools, a dozen social service agencies, and a variety of community centers, housing developments, and charter schools, supporting programs throughout virtually every neighborhood in Boston, in-school, after-school, and in the summer.

Community Music Center of Boston is committed to recruiting and fostering a diverse community of staff and students and is proud to be an **Equal Opportunity Employer**. BIPOC individuals, LGBTQIA+ individuals, and members of other historically disenfranchised and marginalized populations are strongly encouraged to apply.