



Title: Instrument Collection Summer Intern

Summary of Position

The instrument collection intern at CMCB will work with the programming staff and teaching faculty to organize and assess returned instruments, brainstorm efficient storing solutions, and update the CHARMS software to ensure that the online catalog is accurate; they will gain skills around collecting and organizing information, database use, and musical instrument care. 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: Chief Programming Officer

Works Closely With: Senior Director of the Community Music School, Senior Director of Community Engagement Programs, Community Music School Coordinator, Community Engagement Programs Coordinator, Faculty

Essential Duties:

- Train and work in CMCB instrument inventory software, CHARMS
- Utilize CHARMS to track all instruments, both onsite and rented
- Support staff in improving instrument organization, storage, and rentals
- Collect and transport instruments as needed
- Manage and maintain the instruments by making sure they all have tags and are logged into CHARMS, creating tags 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

Physical Demands

The employee may occasionally lift or move instruments weighing up to 25 lbs.

Application Instructions

Please send the following by email to jobs@cmcb.org. Address your materials to Morgan Beckford, Chief Programming Officer:

- 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.