



**Title: Music Library Summer Intern**

**Summary of Position**

The music library intern at CMCB will work with the programming staff and teaching faculty to organize the music library, enter books and materials into an online cloud-based catalog, and perform research to determine what materials to purchase; they will gain skills around collecting and organizing information, research, and database use. 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**

- Support the building of a digital library catalog for faculty and student use
- Update the digital library resources as appropriate, including scanning and uploading materials
- Assist staff in organization of the physical library space
  - Remove materials not frequently used per faculty recommendation
  - Update labels and signage
  - Determine placement of archival photos or materials found
- 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 up to 10 pounds.

### **Application Instructions**

Please send the following by email to [jobs@cmcb.org](mailto: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.