



**Title: Music Therapist**

**Summary of Position**

The Community Music Center of Boston (CMCB) is seeking a motivated, creative, passionate, and community-oriented Music Therapist (MT). The music therapist will primarily work with elementary school-age students at multiple schools and community sites throughout Boston. The music therapist will be a responsible, dependable, committed individual who will work diligently to help students meet their goals. They will provide culturally inclusive, client-centered, and accessible clinical services.

**Status:** Part-time hourly, exempt

**Start Date:** Wednesday & Thursday, September 7-8, 2022 - Faculty Orientation

**Schedule:** Monday to Friday, 8-15 hours per week, varies by school or community partner site

**Reports to:** Music Therapy Manager

**Works Closely With:** Senior Director of Community Engagement Programs, Community Engagement Manager (CEM), and Community Engagement Coordinators

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**General Responsibilities:**

- Treat all students, school staff and coworkers with respect and dignity
- Be knowledgeable about CMCB's mission and policies
- Be an active, knowledgeable and visible ambassador for CMCB in the community

**Specific Responsibilities:**

*Music Therapy*

- Provide engaging, culturally inclusive, learner-centered, accessible, and motivating music therapy sessions
- Collaborate with music therapy team and Music Therapy Manager to set goals for clients
- Work with students and school staff to develop mid and end-of-year culminating events when applicable (concert, recording, community event, etc.)
- Complete documentation such as assessments, weekly progress notes, quarterly progress reports, and annual agency profiles



- Communicate with direct service staff and administrative teams at community sites; communicate with caregivers regarding client progress

### *Administrative Responsibilities*

- Attend the annual faculty orientation and/or review recorded material in a timely manner
- Attend at least three paid professional development opportunities or meetings led by Instructional Leads
- Participate in mid-year and year end reviews with Music Therapy Manager
- Document student outcomes in collaboration with the Music Therapy Manager
- Use CMCB email address to respond to pertinent emails from staff and partners in a timely manner
- Communicate clearly with CMCB staff and partners regarding schedule changes
- Complete hourly attendance timesheets accurately and in a timely manner
- Additional responsibilities as assigned by SDCEP or Music Therapy Manager

### **Qualifications**

#### **Essential**

- MT-BC required
- Must be able to comply with company-wide COVID-19 vaccination verification or regular testing requirement
- Commitment to diversity, equity, and inclusion as professional values and knowledgeable to their application in the field of music therapy
- Ability to adapt clinical work to the needs of partners, groups, and individual clients
- Proficiency in clinical musicianship, clinical improvisation, voice, and accompanying instrument.
- Ability to effectively plan, facilitate, and document music therapy sessions
- Excellent communication skills in conversing with students, school partners, families, and colleagues
- Positive attitude and growth mindset
- Working knowledge of Google Suite (Google Docs, Google Forms, and Google Sheets) and Zoom
- Must be able to move and distribute instruments and/or accompanying accessories weighing up to 20 pounds

#### **Preferred**

- Experience with school-based music therapy, music production, and songwriting
- Bilingual skills are a plus but not required



## **Compensation and Benefits**

\$51-56 per hour for direct service, commensurate with experience

Benefits include paid sick time, an employer-contributed 403(b) retirement plan, paid professional development opportunities, employee assistance program, usage of facilities for practice and performance, and discounts on music instruction at CMCB.

## **Application Instructions**

Please send the following by email to [jobs@cmcb.org](mailto:jobs@cmcb.org). Address your materials to Chris Perry, Senior Director of Community Engagement Programs:

- A cover letter which addresses your capabilities, experiences, and interests
- A current resume or CV
- Names and contact information for at least three (3) references from within the past 5 years, indicating your relationship with each

Incomplete applications may not be considered. **Applications will be reviewed beginning July 25th as they are received, and this position will remain open for applications until filled.** *Please, no phone calls or walk-ins.*

The above information on this position description has been designed to indicate the general nature and level of work performed by individuals within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

## **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**. Women, BIPOC, LGBTQIA+ people, young people, and members of other historically disenfranchised populations are strongly encouraged to apply.