



**Title: Music Therapy Manager**

**Summary of Position**

The Community Music Center of Boston (CMCB) is seeking a motivated, creative, passionate, and community-oriented Music Therapy Manager. This individual will provide music therapy services at CMCB community partner sites and the Community Music School in addition to overseeing the music therapy team and the intake process for music therapy clients and partners. They will be a responsible, dependable, committed individual who will work diligently to provide and promote accessible and culturally inclusive clinical services.

**Status:** Full-time salary, exempt

**Start Date:** August 2022

**Schedule:** Monday-Friday, hybrid

**Reports to:** Senior Director of Community Engagement Programs (SDCEP)

**Works Closely With:** Music Therapists, Community Engagement Manager, Instructional Leads (IL) 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
- Provide clinical music therapy services with integrity and high ethical standards

**Specific Responsibilities:**

*Music Therapy*

- Provide engaging, culturally inclusive, learner-centered, accessible, and motivating individual and group music therapy sessions
- 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
- Collaborate with partner site staff and caregivers to set clinical goals for clients
- Encourage client participation in CMCB events, concerts and workshops when appropriate



### *Administrative & Team Management*

- Supervise and lead members of the music therapy team, Music Therapy Interns, and Berklee College of Music practicum students
- Observe and assess music therapy programming at Community Music School and community partner sites
- Provide timely and appropriate training opportunities to music therapists in alignment with their professional development and departmental goals
- Conduct annual performance reviews for music therapy team
- Support hiring process for new music therapist candidates and collaborate with CEP administrative team to onboard new music therapists
- Manage clinical intake process for new music therapy clients and partners
- Attend the annual faculty orientation (or review recorded material in a timely manner) and monthly Faculty Instructional Lead meetings
- Attend at least three paid professional development opportunities per year
- Participate in mid-year and year end reviews with SDCEP
- 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 payroll timesheets accurately and in a timely manner
- Additional responsibilities as assigned by SDCEP or CEM

### **Qualifications**

#### **Essential**

- MT-BC required
- Minimum of 2 years of experience as a professional music therapist
- 1-2 years supervisory experience in a professional setting
- Must be able to comply with company-wide COVID-19 vaccination verification or regular testing requirement
- Experience working with diverse populations of clients
- 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**

\$45,000 - \$50,000 per year

Benefits include medical insurance (group health and flexible spending account), paid time off (vacation, sick, personal), 403(b) retirement plan with employer contribution, employee assistance program, discounts on music instruction at CMCB, paid professional development opportunities, and reimbursement for expenses related to maintaining Music Therapy Board Certification.

### **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 21st 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.