


## MusicWorks Coordinator – Contract Position

 **Boston & Brookline Senior Housing Communities**

 **Part-Time: 15-20 Hours/Week | \$22/Hour + \$60 Monthly Travel Stipend**

 **Contract through December 31, 2025, with renewal expected for 2026 (pending grant funding approval)**

 **Having a car is strongly recommended**

### About MusicWorks

MusicWorks brings **interactive music programs** to older adults in **affordable senior housing communities** across **Boston and Brookline**, fostering **connection, joy, and community** through the power of music. This position supports the MusicWorks Manager in preparing and running these programs.

We are seeking a **highly organized, energetic, and music-loving individual** who is comfortable in **group settings** and enjoys **building relationships with elders**. **Fluency in Spanish, Mandarin, or Cantonese is strongly preferred.**

**Note:** As the MusicWorks program continues to expand, the number of buildings and communities assigned to this role may also increase. The Coordinator should be prepared to **adapt to growth and take on additional sites** as needed.

### Key Responsibilities

- **Curate & Lead Engaging Music Programming** – The Coordinator is responsible for **designing, implementing, and leading interactive music programs** that are engaging, culturally relevant, and accessible to all participants. Programs should encourage **active participation**, whether through singing, movement, storytelling, or games.
- **Hire & Collaborate with Artists** – The Coordinator will **recruit and hire musicians, dance instructors, and other artists** to lead engaging programming for older adults. If the Coordinator is also a musician, they have the opportunity to **collaborate and perform alongside the artists they hire** to enhance the program experience.
- **Customize Program Offerings** – While the Coordinator has **creative freedom** in designing the programming for each building, all sessions must be **highly interactive and tailored to the interests, backgrounds, and needs of participants.**
- **Set Up & Clean Up** – Ensure a smooth and welcoming environment before and after each session.

- **Assist with Food & Payments** – Help with **distributing food for programs** and **distributing artist payments**.
- **Marketing & Surveys** – Assist in promoting MusicWorks, gathering participant feedback, and helping with program scheduling.
- **Salesforce Data Entry** – The Coordinator will be responsible for **logging attendance into Salesforce** and tracking **engagement to support program evaluation**.
- **Support Interdisciplinary Collaboration** – Work alongside other **FriendshipWorks programs (e.g., Friendly Helping, Friendly Visiting, and PetPals)** to create cross-program engagement opportunities.
- **Engage with Participants** – Get to **know the elders**, take **photos**, and document program moments.

✦ **Other Duties as Assigned**

## **Who Should Apply?**

- **Fluent in Spanish, Mandarin, or Cantonese (strongly preferred)**
- **Passionate about music and community-building**
- **Comfortable leading and curating interactive group programs**
- **Highly organized, detail-oriented, and reliable**
- **Experience in hiring and working with artists/musicians**
- **Able to work independently and as part of a team**
- **Basic computer skills** (Microsoft Word, Google Suite)
- **Knowledge of health and social services** in Boston is a plus
- **Background in music, arts programming, or music therapy** is preferred
- **Willing and able to travel to senior living facilities throughout Boston & Brookline**
- **Having a car is strongly recommended**

## **Where You'll Work**


This role requires **weekday availability (Monday-Friday, mornings or afternoons)** and **travel between senior housing communities** in Boston and Brookline.


## **Buildings You'll Serve (Subject to Expansion):**


### **Roslindale Neighborhood**

 Roslindale House – 120 Poplar St, Roslindale, MA 02131 (2 Mondays per month)


### **Jamaica Plain Neighborhood**

 Back of the Hill – 100 S Huntington Ave, Jamaica Plain, MA 02130 (3 Tuesdays per month @ 2:00 PM)

 Julia Martin House – 90 Bickford St, Boston, MA 02130 (3 Wednesdays per month @ 4:15 PM)


 Nate Smith House – 155 Lamartine St, Jamaica Plain, MA 02130 (3 Wednesdays per month @ 3:00 PM)


### **South End Neighborhood**

 Torre Unidad – 80 W Dedham St, Boston, MA 02118 (1-2x per month on a Thursday or Friday)

 IBA – 2 San Juan St, Boston, MA 02118 (1-2x per month)


### **Brookline Neighborhood**

 Park St Apartments – 61 Park St, Brookline, MA 02446 (2 Fridays per month @ 11:00 AM )

 90 Longwood – 90 Longwood Ave, Brookline, MA 02446 (1-2 Fridays per month @ 3:00 PM )

As the program expands, additional sites may be added to the Coordinator's responsibilities.

## **Compensation & Benefits**

 \$22/hour (15-20 hours per week)

 \$60 monthly travel stipend

 Work-study & practicum/school credit applications welcome

 Gain experience in community-based arts programming & elder engagement

## **How to Apply**

 Email your resume & cover letter to [jobs@fw4elders.org](mailto:jobs@fw4elders.org).

 Include your weekday availability in your cover letter.

 No phone calls, please.

## **Commitment to Inclusion**

FriendshipWorks strives to create a **diverse and inclusive** culture where everyone feels welcome and supported. We provide **equal employment opportunities** regardless of **race, color, national origin, religion, gender, sexual orientation, age, veteran status, disability**, or any other legally protected status. **Individuals from underrepresented groups are strongly encouraged to apply.**

Join us in **bringing music, joy, and connection to Boston's elders!** 🎵❤️