



MusicWorks Assistant (Contract/PT)

FriendshipWorks mission is to reduce social isolation, enhance quality of life and preserve the dignity of elders in Boston and Brookline. We accomplish this mission by recruiting and training volunteers of all ages, faiths, and backgrounds who provide friendship, advocacy, education, assistance, and emotional support to isolated older adults. FriendshipWorks operates six programs throughout Greater Boston: Friendly Visiting, Medical Escort, Friendly Helping, and several programs that foster connection in congregate settings – PetPals and MusicWorks.

MusicWorks was created in collaboration with Goddard House Community Initiatives in 2015. MusicWorks offers friendship and connection through the joy of music to isolated elders in 12 buildings in Jamaica Plain, Roxbury, Dorchester and the South End. Music enhances memory skills, lifts spirits, encourages movement, and helps them retain a strong sense of identity. It can also be used as a way to connect to others and help reduce social isolation. We believe that through music and friendship, elders can connect to both their past and to others in a way that is meaningful and fulfilling.

Job Summary: The MusicWorks Assistant will assist the MusicWorks Manager with the setup and cleanup of the room, confirming musicians scheduled for each group, tracking attendance, and getting to know the elders. In addition, the MusicWorks Assistant will lead 3- 6 groups by him/her/theyself. We also welcome applications from students receiving work-study or practicum/school credit (Especially in the Music Therapy field).

The successful candidate must be available during the week, especially Tuesday through Friday, for 15-20 hours per week at an hourly rate of **\$20/hour**. This contract position runs **through December 31st, 2023**, with the possibility of renewal.

Key Responsibilities:

- Assist with preparations for and operation of MusicWorks groups.
- Help with recruitment and confirmation of Musicians/Volunteers.
- Take photos and videos of classes as well as take attendance of elders.
- Coordinate with Friendly Helping/ Friendly Visiting/ Petpals programs to involve volunteers with elders.
- Support or lead MusicWorks groups
- Perform other duties as assigned.
- Help with the development and implementation of new MusicWorks programs and initiatives.

- Participate in networking events and community outreach activities to promote MusicWorks and FriendshipWorks.
- Responsible for the setup, breakdown, and transportation of the Portable PA system, microphone, cables, and instruments for each MusicWorks group.

Qualifications:

- Demonstrated interest and skill in relating to older people
- Comfortable leading groups
- Detail-oriented and reliable
- Ability to work independently and as part of a team
- Excellent organizational skills
- Willingness/ability to travel around Boston and Brookline
- Basic computer skills, proficient in Microsoft Word and Google Suite
- Fluency in any of the following languages: Spanish/Cantonese/Haitian Creole/Russian is preferred; applicants who are fluent in any of these languages are strongly encouraged to apply.
- Background in music and or music therapy preferred

Applicants should email a cover letter and resume to jobs@fw4elders.org. Please put MusicWorks Assistant in the subject line and indicate your general availability in your letter.

Please note that this position requires significant local travel, as you will be responsible for transporting MusicWorks equipment to various elder facilities throughout the Boston area.

FriendshipWorks strives to create a diverse and inclusive culture where everyone feels welcome and supported. FriendshipWorks provides equal employment opportunities without regard to race, color, national origin, religion or creed, gender, sexual orientation, marital status, age, veteran status, disability or any other legally protected status recognized by federal, state or local law with respect to employment opportunities. Individuals from underrepresented groups are especially encouraged to apply.



MusicWorks Intern (Contract/PT)

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FriendshipWorks is offering an exciting MusicWorks Assistant internship to undergraduate and graduate students interested in gaining experience in the field of music therapy and making a meaningful impact on the lives of older adults in Boston and Brookline. As a MusicWorks Assistant intern, you will assist the MusicWorks Manager in preparing and operating MusicWorks groups, which aim to reduce social isolation among seniors through the shared experience of music and related activities. In addition to gaining practical experience in program development and implementation, you will have the opportunity to research how we can better use music therapy to serve our communities within a chosen demographic or neighborhood.

Key Responsibilities:

- Assist with preparations for and operation of MusicWorks groups.
- Help with recruitment and confirmation of Musicians/Volunteers.
- Take photos and videos of classes.
- Coordinate with Friendly Helping/Friendly Visiting/Petpals programs to involve volunteers with elders.
- Support or lead MusicWorks groups.
- Perform other duties as assigned.
- Help with the development and implementation of new MusicWorks programs and initiatives.
- Participate in networking events and community outreach activities to promote MusicWorks and FriendshipWorks.

- Responsible for the setup, breakdown, and transportation of the Portable PA system, microphone, cables, and instruments for each MusicWorks group.

Qualifications:

- Demonstrated interest and skill in relating to older people.
- Comfortable in group settings.
- Detail-oriented and reliable.
- Ability to work independently and as part of a team.
- Excellent organizational skills.
- Basic computer skills, proficient in Microsoft Word and Google Suite.
- Background in music and music therapy preferred.
- Fluency in any of the following languages: Spanish/Cantonese/Haitian Creole/Russian is preferred and would be valuable to our organization. Applicants who are fluent in any of these languages are strongly encouraged to apply.

This is a paid internship, and the successful candidate must be available during the week, especially Tuesday through Friday, for 15-20 hours per week from mid-May through August 31st, 2023. The internship will culminate in a final paper outlining how we can better use music therapy to serve our communities within a chosen demographic or neighborhood. If Candidate would like to continue the internship, the MusicWorks Manager will evaluate the Candidates performance.

Applicants must provide a cover letter, resume, and three references. Please note that this position requires significant traveling, as you will be responsible for transporting MusicWorks equipment to various elder facilities throughout the Boston area. All applicants must be able to undergo a CORI background check before being hired. We appreciate your understanding and cooperation as we work to ensure the safety and well-being of our program participants.

If you have a passion for working with seniors, a love of music, and the skills and experience we are looking for, we encourage you to apply for this exciting opportunity to make a difference in the lives of older adults throughout the city of Boston. Resumes and cover letters should go to Jobs@fw4elders.org. Please put MusicWorks Assistant Internship in the subject line and indicate your general availability in your letter.

FriendshipWorks is committed to fostering a diversity, equity, and inclusion culture where all employees and interns feel valued, respected, and supported. We actively seek to recruit and hire individuals from underrepresented groups, as diverse perspectives and experiences are essential to our mission of reducing social isolation and enhancing the quality of life for older adults.

We encourage applicants from all backgrounds and walks of life to apply for our MusicWorks Assistant Internship position. If you require any accommodations during the application process or while performing the duties of this position, please let us know,

and we will do our best to accommodate your needs. We appreciate your interest in joining our team at FriendshipWorks.