



TENNESSEE  
PERSON-CENTERED  
MUSIC PROGRAM

# Music Manager



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- Purpose or Role:** This volunteer role will allow trained Music Manager to help improve the lives of older adults in nursing homes by virtually creating personalized music playlists.
- Position Title:** Music Manager
- Department:** The Tennessee Person-Centered Music Program is located within the Tennessee Commission on Aging and Disability in collaboration with the Tennessee Arts Commission and Tennessee Department of Health through a grant from the Centers for Medicare and Medicaid Services (CMS).
- Essential Duties and Responsibilities:**
- Complete the Assessment of Music Preference (AMP) with assistance from family members, caregivers, or nursing home staff who knows the resident well.
  - Complete the Assessment of Music Preference (AMP) with the resident if applicable.
  - Coordinate best time to perform virtual Music Discovery Session for the resident with the facility's program coach.
  - Conduct approximately 3-5 Music Discovery Sessions virtually with the resident that will last approximately 20-30 minutes and play 10-20 songs during each session.
  - Notate the resident's response to the music played in each Music Discovery Session.
  - Assemble a finalized personalized playlist (30-50 songs) that includes only songs from the Music Discovery Sessions that have elicited positive responses from the resident.
  - Fill out the Music Purchase Request Form and include links for each song selected for resident's personalized playlist.
  - Submit the Music Purchase Request Form to the Program Coordinators within 2 days of the resident's personalized playlist being complete.
- Reports to:** Program Coordinator – Amanda Boulware – [Amanda.Boulware@tn.gov](mailto:Amanda.Boulware@tn.gov), 615-253-5206  
Program Assist – Miller Arant - [Miller.Arant@tn.gov](mailto:Miller.Arant@tn.gov), 615-313-6679
- Length of Appointment:** A Music Manager can serve in this volunteer position for as long as they are able to perform the essential duties and responsibilities of this role to the best of their abilities.
- Time Commitment:** We estimate the time commitment for this role at 30 hours over an 8-week period. Volunteers are required to assist a minimum of 5 nursing home residents complete a personalized music playlist. This will allow a volunteer to virtually engage each resident in approximately 3-6 music discovery sessions over 1-2 weeks. We encourage volunteers who have enjoyed this opportunity to continue service and create playlists for more than the minimum requirement.
- Qualifications:**
- Must be 18 years of age or older
  - Pass a basic background screening
  - Complete online volunteer training
  - Have access to a music streaming service such as Apple, Spotify, Tidal, etc.
  - Have access to a computer with a virtual platform such as Zoom, TEAMS, etc. with sound sharing capabilities
  - Demonstrate the ability to work well with others and have a diverse appreciation for music
- Support Provided:** The Tennessee Person-Centered Music Program provides training, resources, and assistance to all volunteers. Program Coordinators are responsible for distributing information the program feels is important for all volunteers to know and will do so at their discretion or at the volunteers request. At any time, volunteers need assistance or guidance while conducting assessments, Music Discovery Sessions, or creating personalized playlists, they are welcomed and encouraged to contact the Program Coordinators.