



POSITION: Director, CMC Prairie Region
LOCATION: Calgary, hybrid will be considered within the Prairie Region
REPORTS TO: CMC Prairie Advisory Board and CEO, CMC Canada
DIRECT REPORTS: Office Manager, temporary hires based on program need
WEBSITE: <https://cmccanada.org> <https://pr.cmccanada.org/>
APPLICATION DUE DATE: Friday, June 7, 2024

About CMC Prairie Region

Established in 1980, the Prairie Region of the Canadian Music Centre includes the three prairie provinces: Alberta, Saskatchewan, and Manitoba. The office is located on the University of Calgary campus in Craigie Hall in the heart of the music department and adjacent to the University Theatre. It is home to the Violet Archer Library which contains over 20,000 scores available for free circulation. The Prairie Regional Office actively participates in the Western Canadian Music Awards, collaborating on the presentation of the Classical Nominees Showcase. As well, the office works closely with local music organizations to promote Canadian composers and Canadian music.

The Canadian Music Centre is committed to diversity, equity, and inclusion in our working culture and in our community. We welcome and encourage applications from qualified candidates of all cultures, ethnicities, gender identities, sexual orientations, and abilities.

About the CMC

Established in 1959, the Canadian Music Centre (CMC) is a vital force in the contemporary classical music scene across Canada. As a national, not-for-profit organization, the CMC connects Canadians to the ever-evolving world of musical creation through performance, education, and promotion.

The Centre is passionate about nurturing a musical community and supporting the professional development of Canadian musicians and composers. The CMC provides unique resources for exploring, discovering, and performing Canadian music. The organization holds Canada's largest catalogue with almost 25,000 music scores and works that are made available through the Digital Library and four public lending libraries.

The CMC promotes its music catalogue throughout the world and at national and international music trade events; provides an on-demand publishing and orchestral rental service; and manages an international distribution service to libraries as well as offering professional repertoire consultations on its vast catalogue of music. In addition, the CMC has its own record label Centrediscs and sells more than 300 recordings featuring music of its Associate Composers and other Canadian independent recording producers.

The CMC inspires fresh perspectives, celebrates inventive composers, and provides transformative experiences. The Centre champions artistic diversity and embraces Canada's rich cultural heritage across the country and internationally.

The CMC's national mandate is fulfilled through its five regional centres (BC, Prairies, Ontario, Québec and Atlantic) and at www.cmccanada.org

About the Position

As Director, you are responsible for the leadership of CMC Prairie Region and are ambassador for the Canadian Music Centre. The Director's key accountabilities include furthering the Mission, Purpose, and Vision of the CMC, and implementing the Strategic Plan of the CMC as it relates to the Prairie region. You will oversee the day-to-day affairs for the CMC PR. You report directly to the CEO the Canadian Music Centre and have a close working relationship with the Chair and members of the Prairie Regional Advisory Board.

Responsibilities

The Director is responsible for devising, planning, and executing the programming and outreach activities of the CMC in the region, including:

- Development
 - writing or initiating to be written appropriate grant applications to secure funding from granting agencies in each of the three provinces in the region,
 - writing or encouraging to be written appropriate grant applications to secure funding specifically for use in Alberta from such Alberta entities as the Alberta Lotteries Corporation and the Alberta Foundation for the Arts. For such funds received, the Director is accountable to the CMC Prairie,
 - supporting and initiating fundraising campaigns activities as requested.
 - maintaining positive donor/sponsor relations.
- Financial
 - reporting on the acquisition and utilization of the funds,
 - assuming the fiscal stewardship of the CMC Prairie budget and monitoring budget expenditures against the approved budget.
- Membership
 - assisting in the promotion of Prairie region based Associate Composer members,
 - helping to identify and attract new Members to the region,
 - helping to identify and attract new Associate Composer members, and effectively reach out to diverse composer communities.
- Programming
 - implementing the annual Emerging Composer competition,
 - supporting the semi-annual Composer Speaker Series events in conjunction with the Music Division of University of Calgary School for Creative and Performing Arts,
 - continuing with the semi-annual "Monster Music Sales" in conjunction with the Music Division of University of Calgary School for Creative and Performing Arts,
 - managing the CMC PR display tables at partner events throughout the region,
 - developing and implementing new programs.
- Outreach
 - interacting with and support the Prairie new music community,
 - developing outreach opportunities.
- Governance
 - ensuring that the Regional Advisory Board is regularly updated on region activities, programs and engaging with the member directors,
 - preparing a quarterly written report on region activities for the President & CEO and the Regional Advisory Council,
 - supporting the Chair of the Regional Advisory Board in preparation for meetings of the Association, including the drafting of agendas and meeting materials and supporting succession plans for the organization,

- attending all meetings of the CMC Canada Board and providing written and verbal reports on CMC Prairie activities and programs,
- liaising with CMC Canada team and CMC's four other regional offices.

Qualifications

Expertise or knowledge in the following areas are desirable:

- A minimum of 4-6 years arts management experience in a not-for-profit organization,
- Knowledge of contemporary, classical music in Canada, and Canadian concert music (a Canadian music studies background would be ideal),
- Experience in grant writing and fundraising,
- Excellent writing/editing skills and knowledge of production of newsletters and other publications including press releases, ad copy and general client communications,
- Experience in a supervisory position,
- Experience with promotion and outreach work, including undertaking new projects, concert presentations, and/or workshops on Canadian repertoire and special event coordination,
- Experience in administration of competitions and music education initiatives,
- Knowledge of office administration, current computer skills, including MS office, Internet and database management,
- Knowledge working with an advisory council, preparing minutes and reports on the activities of the region,
- Knowledge and experience in the preparation of operating budgets and financial management,
- Sense of initiative and self-motivation,
- Bilingualism would be considered an asset, but not a requisite skill.

Please email your resumé, with cover letter, to the CMC Prairie Region Board Chair. The deadline for receipt of applications is Friday, June 7, 2024.

Email: info@cmccanada.org

The Canadian Music Centre thanks all applicants in advance, however, only those selected for an interview will be contacted.