



National
accessArts
Centre

Centre
National des
accèsArts



E: info@accessarts.ca

P: 403.253.3174

F: 403.255.2234

Coordinator, Audio and Music Program

Permanent • 30 - 35 hours/week • Start date: ASAP

Who We Are

The National accessArts Centre (the NaAC) is a fun, fast-paced, and deeply mission-driven creative hub where *Artists First™* is more than a mantra – it's the foundation of everything we do. We champion artistic training, creation, exhibition, and presentation opportunities that meaningfully shift how the world sees and values artists living with disabilities. Working at the NaAC means joining dynamic, innovative, collaborative, and committed environment committed to removing barriers and amplifying artistic excellence.

What You Will Do

The Coordinator, Audio & Music Program (CAMP) works closely with the Manager, Performing Arts to understand and support the artistic needs of our participants and works to support our strategic direction. The Manager relies on the CAMP to help implement a program plan that looks at the advancement of our artists through training/creation programs related to music and audio programs.

The CAMP will spend most of their working hours coordinating and delivering our digital music projects and programs. This includes working hands-on in the studio with NaAC artists on diverse projects and training programs such as beat-making and composition, short film scoring and sound design, and accessible music production and recording.

- **Program & Project Coordination** – Plans and runs community classes for mixed ability participants with a focus on our artists and their needs, runs one-on-one music practicum program and assists other departments with their audio needs. They coordinate workshops and projects from concept to completion—handling all aspects of music production, including composition, recording, editing, mixing, and mastering.
- **Project Coordination** – acts as a main touchpoint between artists, technicians, and contractors, ensuring all logistics, updates, and progress are clearly managed. They collaborate with the MPA to complete the evaluation and tracking of each project, including writing and updating grant documents and budgets, participation trackers and how the project serves artists' practices.
- **Coordination of Artwork Creation** – coordinates the logistics of music labs, workshops, and intensives, ensuring artists and guest collaborators have the materials and support they need. They assist with program preparation, communication, and delivery, guiding artists through the creative process from design to completion while maintaining each project's artistic vision and timeline.
- **Coordination of Artwork Presentation** – provides production and presentation support for audio works, acting as the recording engineer and guiding the ensemble through mixing and mastering to achieve their creative vision. They also collaborate with the artists and the team to ensure all presentations are delivered in inclusive and accessible ways.

Experience and Skills You'll Bring

- 2+ years in a coordinator, facilitator or administrative role in the arts
- 5+ years as a recording, mixing, and mastering engineer



- 3+ years experience with music production
- Proficient in a variety of Digital Audio Workstations (DAWS) such as Logic Pro, GarageBand, Pro-Tools, etc.
- Exemplary verbal and written communication skills
- Meticulous attention to detail
- Strong team player
- A mature attitude and ability to work autonomously in a collaborative environment

Additional Skills + Abilities Considered Asset

- Experience working with individuals with physical and/or developmental disabilities.
- Exemplary verbal and written communication skills.
- Knowledge of music theory
- Experience with vocal production
- Understanding of FOIP regulations
- ASL
- Knowledge of SOCAN licensing practices

Desired Personal Traits

- Grounded, mature presence with the ability to work autonomously while contributing meaningfully to a collaborate team environment.
- Patience, empathy, and strong commitment to equity, inclusion and respectful engagement.
- Team oriented approach with strong conflict resolution skills and a commitment to addressing issues proactively and constructively.
- Strategic, curious thinker who is comfortable exploring innovative or unfamiliar options.
- Exceptionally organized, reliable, and diligent in completing assigned duties on time.
- Energetic, positive, and proactive; takes initiative without waiting for direction.

Compensation & Working Hours

- \$41,000 - \$45,000/annum commensurate with experience
- Full benefits
- Monday–Friday; 9am–3:30pm; occasional work from home (negotiable)
- On site parking

Eligibility

All candidates must be legally entitled to work in Canada and Alberta indefinitely.

Diverse & Inclusive Work Environment

The National accessArts Centre is an equal opportunity employer and prides itself on offering a sincerely diverse and inclusive workplace, free of discrimination and harassment. We invite **all** qualified and eligible persons to apply. Decisions will be based on qualifications.

To Apply

Submit your resume and cover letter to Re Parsons at re.parsons@accessarts.ca. Candidates are encouraged to apply ASAP as we will begin interviews as soon as we receive applications from qualified candidates and will hire immediately upon discovering our newest team member.



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The NaAC facility is 100% accessible. We will endeavour to offer additional reasonable accommodations to interviewees, as required, with notification provided at the time an interview is booked.

The National accessArts Centre

8038 Fairmount Drive SE, Calgary, Alberta T2H 0Y1

NaAC Won Lee Community Arts Hub

1594 Queen Street West, Toronto, Ontario M6R 1A8

accessarts.ca