



CANADIAN NEW MUSIC NETWORK
RÉSEAU CANADIEN
POUR LES MUSIQUES NOUVELLES

CALL FOR APPLICATIONS: EXECUTIVE DIRECTOR

Date Posted: October 24, 2023

Application Deadline: November 24, 2023

Start Date: February 1 2024

Province: Quebec

City: Montréal

Organization's Field/Discipline: The Arts

Term: February 1, 2024 - January 31, 2025

Career Level: Upper management

ORGANIZATION DESCRIPTION

The Canadian New Music Network (CNMN) / Réseau canadien pour les musiques nouvelles (RCMN) connects creative music and sound communities across Canada. We value creativity and innovation, and develop our programming through a lens of arts activism. We welcome creators, performers, writers, arts producers, arts workers, ensembles large and small, production companies, presenters, record labels, music educators, music media and tech workers and creators, musicologists, and listeners.

Since 2005 CNMN has supported community building and networking, offering educational and community resources for professionals and non-professionals alike. CNMN members support each other and share opportunities and ideas, including how artists can collaborate and advocate for social justice and environmental resilience.

CNMN is committed to a diverse and inclusive national creative music and sound community. Diversity in all its forms (race, culture, gender identity, sexual orientation, religion, language, physical ability, age, and aesthetic) is a guiding factor in achieving its goals.

CNMN's activities include: a bilingual website — with a searchable listing of members and resources; the PCM Hub, showcasing creative community music projects; the ConneXions Mentorship program; Gathering/ FORUM — a bilingual, biennial conference with a fresh topic and host city each iteration; and regular events focussed on arts activism and awareness, knowledge sharing, community building, and networking.

CNMN represents its membership and creative music and sound arts to federal funding bodies, elected officials, other arts organisations, and the media.

CNMN is a fully bilingual organisation, committed to communicating with its members in both official languages. CNMN is committed to promoting diversity within the community and seeking reconciliation with Indigenous Peoples in Canada.

JOB DESCRIPTION

MAIN RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR

- Directing all administrative aspects of the organization.
- Working closely with the Board of Directors to develop and articulate the organization's vision, mission and goals.
- Developing, organizing and implementing diverse programs that create connection within the creative sound and music community in Canada and abroad.
- Maintaining CNMN's strong community connection through communications strategies and community engagement.
- Managing all fiscal matters including budget development, forecasting, and management of operational and programming budgets.
- Grant writing to secure funding through arts councils and foundations.
- Hiring and managing extra contract staff as required.
- Liaising with national and international arts organizations.
- Making representation to government and other agencies on behalf of the organization and the new music community.

QUALIFICATIONS

- Training in arts administration or equivalent experience
- Knowledge of creative music and sound practices and communities in Canada and abroad
- Bilingual — fluent in English and French, spoken and written
- Leadership experience and the ability to manage a team
- Strong financial management skills, especially in the non-profit cultural sector
- Success in grant writing
- Excellent interpersonal skills and ability to work with individual and groups in decision-making
- Ability to work without supervision and to manage flexible hours, including weekends, evenings and holidays for special events
- Experience and commitment in fostering a culture of inclusion and diversity
- Familiarity with Excel, Word, Wordpress, Adobe Suite, Facebook, YouTube, Instagram

ADDITIONAL INFORMATION

Reporting to: Board of Directors

Hourly: half-time contract from \$28-\$35/hr based on experience and skills of the chosen candidate.

Ideally the ED works from a home office in Montréal.

HOW TO APPLY

Please email your resume and cover letter by **November 24, 2023** to:

CNMN Board Search Committee: CNMNBoard@gmail.com

Interviews will be held in person in Montreal or by videoconferencing on December 4 and 5. To learn more about CNMN/RCMN, please [visit our website](#).