



CALL FOR APPLICATIONS: EXECUTIVE DIRECTOR

Date Posted: January 26, 2026

Application Deadline: February 28, 2026

Start Date: ASAP 2026

Organization's Field/Discipline: The Arts - Music and sound

Term: Minimum one year as of start date.

Career Level: Upper management

ABOUT CNMN/RCMN - New name *RCMSN*

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.

Within the next year, CNMN will complete its transition to a new name and bilingual acronym: **RCMSN**. This name reflects both the French name (Réseau de création musicale et sonore), and the English (Creative Music and Sound Network). A new interactive website is also in development; these changes offer scope and breadth to our community, inclusive of practitioners and advocates for music and sound in many different forms. Moving away from the in-person Forum model of previous years, our focus now will be on the strengthening of our online hub, encouraging manifold sound practices, offering pragmatic resources to our members, and featuring new ways to stay in touch across our vast and diverse country.

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.

RCMSN 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; and regular events focussed on arts activism and awareness, knowledge sharing, community building, and networking.

RCMSN represents its membership and creative music and sound arts to federal funding bodies, 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 and overseeing all administrative aspects of the organization.
- Working closely with the Board of Directors to articulate the organization's vision, mission and goals.
- Maintaining RCMSN's strong community connection through community engagement, networking with national arts organizations.
- Overseeing the current major project of re-making the website according to the pre-determined vision established by the previous director, board of directors and staff. You would be working closely with a webmaster, bringing your specific expertise and experience to contribute to and oversee the process.
- Managing all fiscal matters including budget development, forecasting, and management of operational and project budgets.
- Leading and supporting grant writing and fundraising efforts with staff and/or grant writers to secure funding through arts councils and foundations.
- Implementing the Google for Non-Profits system, and overseeing the protocols associated with Québec's Loi 25.
- Working closely with the communication's manager and administrative assistant as a collaborative, interdependent unit.
- Hiring and managing extra contract staff as required.
- Availability to work on weekends, evenings and stat holidays as needed to participate in significant events.

YOU BRING TO THIS ROLE

- Training in arts administration or equivalent experience
- Knowledge of and excitement about creative music and sound practices and communities in Canada and abroad
- Interest in and general understanding of web-development is a strong attribute, though not required.
- Strong communication skills. Fluency in both French and English would be an asset
- Leadership experience and the ability to manage a team of 2 members
- Capacity to communicate efficiently and report back to the board of directors.
- Strong financial management skills, especially in the non-profit cultural sector
- Excellent interpersonal skills and ability to work with individuals and groups in decision-making
- Experience and commitment in fostering a culture of inclusion and diversity
- Familiarity with digital tools including Excel, Word, Wordpress, Adobe Suite, Facebook, YouTube, Instagram as well as collaboration tools such as Google Suite

WE OFFER

- Flexible scheduling
- Remote work environment

POSITION DETAILS

- **Reporting to:** Board of Directors
- **Contract terms:** half-time contract (20 hours per week for 48 weeks), 1 year term with possibility to renew as funding allows -- this is also subject to modification by potentially increasing the amount of billable hours
- **Compensation:** \$30-\$35/hr based on experience and skills of the chosen candidate.

Note: This is a remote work position. The two part-time staff are located in Montréal.

HOW TO APPLY

Please email your resume and cover letter by **February 28** to the following two addresses:
ATTN: CNMN Board Search Committee + CC Liberté-Anne Lymberiou (board co-president)
assistant.cnmn@gmail.com cc l.a.lymberiou@gmail.com

Interviews will be held by videoconferencing.

To learn more about CNMN/RCMN, please visit our website: www.newmusicnetwork.ca | www.reseaumusiquesnouvelles.ca