

EMPLOYMENT OPPORTUNITY

ABOUT MUSIC•MUSIQUE NB

Music-Musique NB (MNB) is the provincial music industry association for New Brunswick that elevates, promotes and represents New Brunswick's music community through development, promotion and celebration. MNB provides a support network for musicians, agents, and businesses that are involved in the creation of music within the province of New Brunswick. Our primary responsibility is to serve the interests of our members and foster the New Brunswick music industry.

Job title: Education & Training Coordinator

Start date: November 2019

Job type: approx. 35 hrs/week for 12 months with possible renewal.

Salary base: 30,000\$ annual

Music-Musique NB is looking for an extremely organized person with exceptional communication skills, knowledge of the music industry and previous experience in project management and administration. The candidate must be comfortable working independently, able to prioritize tasks and be self-motivated. About the role:

Responsibilities:

- Development and coordination of on-going educational and training initiatives for the organization;
 - Develop annual education and training curriculum;
 - Identify and contact educational institutions for training partnerships;
 - Identify and negotiate with mentors and training facilitators;
 - Recruitment of participants and mentees for MNB training programs;
 - Coordination of all training and information-based content delivery;
 - Develop and publish content to the Music-Musique NB website;
 - Manage budgets and expenses related to education and training projects;
 - Provide reporting to the executive director for all education and training initiatives;
- Develop and coordinate the conference component for Festival (506);
- Participate in MNB events when needed;

Requirements:

- Post-secondary education;
- At least 2 years' experience in project or training coordination or development;
- A good comprehension and understanding of the New Brunswick and Canadian music industries;
- Excellent communication and writing skills in both English and French;
- Strong interpersonal skills;
- Exceptional organizational skills and ability to multi-task;
- Schedule will require working evenings and weekends on occasion;
- Advanced Microsoft office skills required and proficiency with online tools and management platforms (ie: Google Suite, Office, Podio, etc) is an asset;
- An understanding of non-profit associations and the operation of a Board of Directors is an asset;
- Travel may be required. Candidates are required to have a valid driver's license;

Interested parties can apply through the MNB website by October 30th, 2019. Please apply with a resume and short cover letter outlining relevant experience. Applications will be received and assessed in strict confidence.

We thank all applicants for their interest; however only those meeting all requirements and selected for an interview will be contacted.