



Program Manager – Job Description

Reports to: Executive Director
Location: Vancouver, BC
Type: Full-Time
Salary: Commensurate with experience. Health benefits package available.
Start Date: As soon as possible

ABOUT MUSIC BC

Music BC is a not for profit association serving the for profit and non-profit music industry, including artists from all genres, industry professionals, service providers, studios, promoters, venues, festivals, producers, agents, managers and educational institutions. Music BC is a member based organization that provides the industry at large with information on the state of the industry, trends, funding & educational programs and resources.

Music BC provides several services including **Training & Development** through our **How-To Series** of workshops, panel discussions and seminars with leading industry professionals locally and across the globe. **Live Music Trade Initiatives** including domestic and international showcasing opportunities such as Reeperbahn (Germany), The Great Escape (UK), Folk Alliance International (USA), M for Montreal (Quebec), among others. By partnering with some of the largest event organizers, we offer opportunities to perform at such festivals as Bumbershoot, Capitol Hill Block Party, Pickathon, Treefort, Rifflandia and more. Music BC also provides **Touring & Industry Professional Grants** in support of touring and other showcase or business initiatives.

Music BC is the voice of the BC Music industry through active advocacy for funding support, tax credits and creator's rights. Internationally, Music BC advocates on behalf of the industry at international events to promote business and creative opportunities.

ABOUT THE ROLE

We are seeking an individual with exemplary capabilities to facilitate Music BC's Program Management. We are a fast-paced, deadline-driven organization looking for a motivated, proactive individual who thrives on short deadlines and enjoys working within a small team.

The ideal candidate is passionate about the arts and creative sectors, live music sector, industry development/education and will ultimately be an ambassador for our organization and the local music industry, adding value to its members within BC and nationally. The ideal candidate is aware of musician and music industry professionals' needs, current trends, enjoys attending live shows, networking with musicians and industry professionals while being open to continuous learning about the ever-evolving industry.



Duties include but are not limited to:

Program Management:

- Write proposals and build budgets to secure funding through FACTOR, Creative BC, and the BC government among others
- Plan, promote, execute and manage all aspects of delivering programs supported provincially, domestically and internationally on behalf of FACTOR, Creative BC, the BC government, and others, including export initiatives and trade missions, travel grants, showcase opportunities, artist development programs, event application process, jury execution, collecting results, tracking budgets and so on
- Reconciliation and reporting back to funders on supported programs through final written and cost reports
- With support from the ED, manage the execution of all grant agreements, MOUs, contracts, sponsorship agreements, supplier agreements, and others
- Support operational plans which incorporates objectives, targets for programs and services aligned to the strategic direction of Music BC
- Supervise support staff, edit copy for web, social media, press releases and ensure bylaws and association policies are upheld

Financial Management:

- Manage all reporting and accounting for programs administered and executed by Music BC
- Work with ED to prepare Annual Business Plan and budget
- Support ED with the management and administration of payroll and other financials and ensure that sound bookkeeping, record-keeping and accounting procedures are followed

Strategic Guidance:

- Work in collaboration with the ED in developing a vision and strategic plan for Music BC programs and initiatives
- Search out new innovations and trends in the music industry and communicate with the membership
- Work with musicians and local music industry professionals to identify needs and to develop solutions to meet those needs



Revenue Generation/Fundraising:

- Support the ED to build collaborative partnerships across the industry; establishing relationships with the funders, political/community leaders as well as other BC music, arts and cultural organizations and members of the BC music industry, other provinces, territories, national and international bodies supporting the music sector
- Support the expansion of revenue opportunities and fundraising activities to support existing and new program delivery

Community Relations/Advocacy:

- Communicate with musicians and stakeholders to keep them informed of the work of the organization and to identify changes in the music industry served by Music BC
- Maintain music industry contacts and membership data bases and undertake systematic communication and information exchange along with periodic surveys to guide music industry development, Music BC planning and advocacy
- Support working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization

Knowledge & Experience:

The Program Manager will be thoroughly committed to Music BC's mission and to support in the developing and operationalizing Music BC's strategic priorities. The successful candidate will have demonstrated knowledge and experience in the following areas:

- Proven track record of managing programs administered or supported by various funding bodies including FACTOR, Creative BC, the BC government and others
- Knowledge/awareness of both musicians and music industry professionals' needs, along with current trends and circumstances in an ever-changing industry and regulatory environment
- Public relations experience with the ability to engage a diverse range of stakeholders would be an asset
- Experience in social media, marketing and promotion as it pertains to musicians and the music industry
- University degree and/or a combination of education, training and relevant experience with a minimum 3-5 years of management experience in a non-profit sector organization, membership-based organizations would be an asset
- Experience in major event planning and execution
- Experience building and managing budgets and financial statements
- A valid passport and the ability to cross international borders



The Program Manager should demonstrate the following behavioral competencies:

- Strategic: Takes a long-range, broad approach to problem solving and decision making through objective analysis, thinking ahead and planning
- Focus on Member and Partner Needs: Anticipates, understands, and responds to the needs of members, partners, funders and other stakeholders to meet or exceed their expectations within the organizational parameters
- Builds Relationships: Establishes and maintains positive working relationships with others, both internally and externally, to achieve the goals of the organization. Is collaborative and values the ideas and opinions of others. Has participatory, partnership-based management style
- Creativity/Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities regionally, nationally and internationally. Is adaptable and demonstrates a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency
- Persuasive: Builds commitment by positively influencing others to achieve results that are in the best interest of the organization, its members and the BC music industry at large
- Results Orientation: Demonstrates a strong orientation towards the achievement of results, holding high expectations for self and others to achieve goals
- Behaves Ethically: Understands ethical behavior and business practices, and ensures their own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization
- Flexible: Able to work evenings, weekends and travel as needed to fulfill role and to represent the organization at events both domestically and internationally

Skills & Competencies:

- Exhibits knowledge of company identity, mission, and goals;
- Demonstrates strong writing and editing skills;
- Communicates clearly and effectively;
- Possesses strong organizational skills;
- Is detail-oriented;
- Exhibits proficiency in Microsoft Office Suite including Word, Power Point, Excel;
- Exhibits excellent interpersonal skills;
- Is capable of thinking creatively and analytically;
- Manages time efficiently and is an effective switch tasker;
- Ability to logically think through projects in a step-by-step manner;
- Collaborating with other team members to ensure effective dissemination of information;
- Possesses solid problem-solving skills;
- Receptive to feedback;



- High standards of performance for self and others. Accountable for work and responsible for follow-through on tasks to ensure success.

Work Environment:

We are located at #100-938 Howe Street and our regular office hours are 9:00AM-5:00PM Monday to Friday. Most of these office hours are sitting at a desk working on a computer. During the occasional evening or weekend event there tends to be 4+ hours of standing however there is always an opportunity to sit. While our lobby, boardrooms and washrooms are wheelchair-accessible, regrettably our offices and kitchen are only accessible via a staircase.

To apply for this position, please send your cover letter and resume to Lindsay MacPherson – Executive Director, Music BC Industry Association: [jobs\[at\]musicbc\[dot\]org](mailto:jobs[at]musicbc[dot]org)

Deadline for applying: **Wednesday, June 19th at 5:00pm PST**

We thank all applicants in advance for their interest; however, only those candidates selected for an interview will be contacted.