



## **Job Description: Music Sector Development Officer**

**Job Title:** Music Sector Development Officer

**Reports to:** Associate Executive Director, Associate Managing Director, Director of Operations and Communications (Cinefest)

**Reporting Staff:** Marketing and Programs Officer, Research and Infrastructure Assessment Intern, Graphic Design and Corporate Communications Officer (Cinefest)

### **1. PURPOSE OF THE JOB**

The Music Sector Development Officer will oversee a number of CION's key programming activities, mainly in professional development, support programs, event partnerships and music industry/service requests. The Music Sector Development Officer will work in conjunction with CION Management to determine priority areas with respect to professional development activities and support programs.

### **2. PRIMARY RESPONSIBILITIES**

The primary responsibilities of the Music Sector Development Officer include (but are not limited to):

- Responding in a timely fashion to any requests received with respect to the music industry, production support, etc.;
- Updating and maintaining the corporate database;
- In conjunction with the Film Programs and Reporting Supervisor, delivering CION's professional development programs;
- Delivering CION's music showcasing and artist development events;
- Outreaching to music sector businesses and establishing partnerships;
- Outreaching to export ready regional musicians to provide resources and encourage participation in artistic development, business development and export programming.
- Program development and delivery support of the Northern Ontario Music and Film Awards Conference (NOMFA Conference).
- Supporting advancement of Northern Ontario musicians, festivals and events (research and provide consultation for music sector funding, touring opportunities, career development programs).

- In conjunction with the Marketing and Programs Officer, promoting regional musicians through available marketing and promotional tools including website, social media, newsletter and music portal;
- Developing music sector support projects and submit applications for funding to support showcase and artist development events, outreach, sector support resources, and sector partnerships.
- In conjunction with the Director of Operations and Communications and the Research and Infrastructure Assessment Intern, reporting outcomes of all music sector events, programs and services.

### **3. STAFF SUPERVISORY/MANAGEMENT RESPONSIBILITIES**

As needed, the Music Sector Development Officer will oversee existing CION staff resources when delegated to projects that they will be managing.

### **4. FINANCIAL RESPONSIBILITY**

The Music Sector Development Officer will be responsible, in conjunction with CION Management, for overseeing and reporting on budgets related to those programs that fall under his/her areas of responsibility.

### **5. INTERACTION WITH PATRONS AND PUBLIC**

The Music Sector Development Officer will be required to interact with CION's music sector client base, festivals, venues and events, to respond to external inquiries, and with other members of the public including our sponsors and funders. As a member of CION's senior staff the Music Sector Development Officer will be required from time to time to represent CION at various functions, which will include (but is not limited to) making presentations and public speaking.

### **6. PHYSICAL DEMANDS**

There are no day-to-day physical demands associated with the Music Sector Development Officer position. From time to time there will be setup related to various activities that CION is involved in that will require the Music Sector Development Officer's attention.

### **7. WORKING CONDITIONS AND ENVIRONMENT**

In general CION operates on a 35 hour work week, 9 AM to 5 PM from Monday to Friday (with an hour for lunch). Due to the dictates of CION's activities, the Music Sector Development Officer can expect to occasionally work unusual hours, mainly evenings and weekends. CION participates in a number of conferences and industry events across the country. The Music Sector Development Officer will be required to attend these events on an as needed basis.

## 8. KNOWLEDGE AND SKILLS REQUIRED

The Music Sector Development Officer is required to demonstrate the following abilities/knowledge base:

- A knowledge of and interest in the cultural industries, locally, provincially and nationally; particularly knowledge of and interest in the Northern Ontario music industry;
- Experience working in the local, regional, provincial and/or national music industry; including but not limited to working with music industry organizations, music/festival programming, writing music sector grant applications, event/conference planning and facilitation, and writing/recording music projects;
- The ability to maintain an organized and efficient work environment;
- Outstanding organization and time management skills;
- The ability to multi-task effectively;
- Excellent customer service skills;
- The ability to research using on-line and traditional media;
- Strong computer skills in Microsoft Office and database management;
- Project management experience;
- Excellent oral and written communication skills;
- Excellent interpersonal skills;
- A high level of initiative and attention to detail;
- A valid G Class License.

Bilingualism (French and English) is a definite asset, as CION operates on a bilingual basis. Experience facilitating Indigenous programming, including showcasing and professional development sessions, will be considered a definite asset.

Applicants can submit a resume and cover letter to [mscherzinger@cinifest.com](mailto:mscherzinger@cinifest.com) by **5 p.m. on Wednesday, November 10, 2021.**

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**The Music Sector Development Officer position is supported by the Ontario Trillium Foundation, an agency of the Government of Ontario.**



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