



**OTTAWA MUSIC  
INDUSTRY COALITION  
COALITION DE L'INDUSTRIE  
DE LA MUSIQUE D'OTTAWA**

**FULL-TIME EXECUTIVE DIRECTOR**

**JOB SUMMARY**

Ottawa Music Industry Coalition's (OMIC) Executive Director provides organizational leadership and is responsible for all aspects of day-to-day operations, programs, and services, and works with the Board of Directors to help continue to grow the organization and its impact in the National Capital Region. It is a full-time position, reporting directly to the Board through the Executive Committee.

**ORGANIZATION**

OMIC is a member-based non-profit organization mandated to grow the local music industries for the benefit of artists, businesses, and the city at large. It was established in July 2015 by a group of local music industry leaders, and since then has launched several successful programs, hosted dozens of industry events, and grown to include over 200 members.

OMIC runs several regular programs like From Emerging to Export and the Ottawa Music Development Fund and several one-off events throughout the year.

The organization puts out regular communications over email and social media. The organization is involved in outreach with local stakeholders, including the City of Ottawa, to support the growth of Ottawa's local music industries.

**RESPONSIBILITIES AND DUTIES**

- Leads OMIC in a manner that supports and upholds the organization's mission, vision and values always.
- Ensures the fiscal and legal integrity of OMIC, bears responsibility for its financial management and administration including compliance with funding requirements.
- Communicates actively and effectively with the Board of Directors and its subcommittees so that they can function and make informed decisions.
- Maintains and further develops strong relationships with the organization's key funders as well as prospective funders and sponsors.
- Ensures the organization has the financial resources needed to maintain & grow its operations.
- Enhances the reputation and standing of the organization by being active and visible within the music and cultural communities as well as working closely with stakeholders and partners within the public, private and non-profit sectors where mission and vision align.

- Responsible for the hiring, supervision and retention of competent, qualified staff so that OMIC can effectively deliver its programming and meet its responsibilities to its members, funders and the community.

## **REQUIRED QUALIFICATIONS**

### **Administration and Finance**

- Liaising with bookkeeper and treasurer to ensure proper records are kept remaining in compliance with Canada Revenue Agency, Corporations Canada, and funder requirements.
- Liaising with Treasurer to ensure monthly financial reports can be presented to the board.
- Ensuring the timely payment of accounts payable and receipt of accounts receivable.

### **Governance**

- Preparing monthly reports to the Board.
- Planning and organizing the annual general meeting.

### **Funding**

- Completion of grant applications as well as interim and final reports (with support from staff and board as necessary).
- Development of sponsorship package and pursuit of private sector sponsorship for programming & events.

### **Communications**

- Maintaining the organization's web and social media presence so the organization is seen as active and vibrant.
- Ensuring the monthly distribution of the newsletter (11 times per year – combined newsletter in summer).

### **Programming**

- Supervising and supporting the programming staff and contractors in their role(s).
- Working with programming staff and contractors as well as OMIC's Programming Committee to develop program budgets and evaluation metrics by which efficacy of existing and new programming can be routinely assessed.

### **Human Resources**

- Recruitment, supervision, and retention of quality staff.

- Supporting staff as they pursue excellence within their own roles and helping them understand the relationship between their role and the organization's overall vision, mission and impact.
- Membership
- Actively engaging with membership through sector forums, event attendance and maintenance of the LOVE LOCAL MUSIC campaign.
- Continuously monitoring membership trends in order to better plan outreach and community engagement.

### **Advocacy**

- Working with the City of Ottawa and non-profit/private sector stakeholders to support the development and implementation of music-friendly policies and practices that support the continued development of the music industry and broader cultural sector in Ottawa.

### **ASSET QUALIFICATION**

- Bilingual (English/French)
- Prior experience in event planning and/or coordination

### **SKILLS & COMPETENCIES**

- Interpersonal Skills
- Client Service Orientation
- Organizational Skills and Attention to Detail
- Communication Skills (Written and Verbal)
- Ability to prioritize and manage multiple and conflicting deadlines
- Initiative, Critical Thinking and Problem-solving Skills

### **TO APPLY**

Salary Range: \$55,000 - \$65,000 must commensurate with experience

Forward a resume and cover letter stating your interest in the position to [asharma@folkmusicontario.ca](mailto:asharma@folkmusicontario.ca) by Friday, December 6, 2019.

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

*The Ottawa Music Industry Coalition is an equal opportunity employer. OMIC is committed to strengthening the organization by building a culture that is founded on the tenets of mutual respect, cooperation, inclusiveness and understanding.*