



## **Terms of Reference**

### **Interim Program Coordinator (Contractor)**

**Reporting to:** President, Music NWT Board

The MusicNWT board is seeking Interim support in programming, administration and general board support as it undertakes a transition. This is a fixed-term contract for 6 months with possibility of renewal.

#### **Qualifications:**

1. High school diploma with some secondary education beneficial
2. 2-3 years experience in Arts and/or Not-for-Profit administration
3. Proficiency in MS Office and/or Google Docs (including excel)
4. Experience in the music/arts scene in the NWT and familiarity with the Northern context

#### **Responsibilities**

<b>Administration</b>	<ul style="list-style-type: none"><li>• Support the organization of shared drives for the organization</li><li>• Develop agendas, <del>take notes in meetings</del></li><li>• Communicate pertinent information to board members promptly</li><li>• Arrange monthly zoom calls and committee meetings as necessary</li><li>• Develop a membership database and membership plan in collaboration with the board</li></ul>
<b>Project and Program Coordination</b>	<ul style="list-style-type: none"><li>• Follow board direction on current MusicNWT programming priorities</li><li>• Develop a fundraising plan with support of the Board's Fundraising committee</li><li>• Write funding proposals and reports as necessary</li><li>• Project manage and support execution of any MusicNWT programming or events, as directed by the board</li></ul>
<b>Financial</b>	<ul style="list-style-type: none"><li>• Support the Treasurer in production of monthly financial statements for board meetings</li></ul>

	<ul style="list-style-type: none"> <li>• Support analysis of backend reports from various financial third-party platforms</li> </ul>
<b>Governance Support</b>	<ul style="list-style-type: none"> <li>• Working with the governance committee, produce a current constitution and by-laws</li> <li>• Support the submission of any documents to NWT Societies as per legislation</li> <li>• With the governance committee, develop a governance reform plan for board feedback</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Manage the MusicNWT webpage</li> <li>• Develop a social media and communications strategy</li> <li>• Author posts and monitor engagement</li> <li>• Network with other Music Industry Associations across Canada</li> </ul>
<b>Other Duties as Required</b>	<ul style="list-style-type: none"> <li>• As per the Board President</li> </ul>

## CONDITIONS OF EMPLOYMENT

Part-time contract position, minimum 15 hours per week (with possibility of more with board approval based on demands of work/funding), for 6 months, with possibility of renewal and expansion with the organization as we grow.

Option for bonuses upon successful grant applications as part of remuneration package.

Proposed hourly wage: \$30/hr with potential funding bonuses.

**Please submit your CV to [brie.okeefe@gmail.com](mailto:brie.okeefe@gmail.com) applications reviewed on a rolling basis.**

