



CONTRACT POSTING

JOB TITLE	Music Program Coordinator
REPORTING TO:	Creative Director
SALARY RANGE:	Base rate of \$51,405 - \$65,025, based on experience Pro-rated to 0.8 FTEs
FTE STATUS:	0.8 FTEs (32 hours per week)
DURATION OF POSITION:	January 4, 2022 - December 16th, 2022 (leave coverage contract)
DATE POSTED:	October 29, 2021
POSTING EXPIRES ON:	November 19, 2021

SKETCH Working Arts is a community-arts enterprise based in Toronto engaging young QTBIPOC artists and arts leaders, on the margins, ages 16-29, coming from across Canada. SKETCH creates equitable opportunities for diverse young people to experience the transformative power of the arts; to develop their leadership and self-sufficiency in the arts; and to cultivate social and environmental change through the arts.

POSITION OVERVIEW

The Music Program Coordinator is responsible for the coordination of SKETCH's music programming, from skill-building and exploration to arts industry opportunities and career development.

RESPONSIBILITIES

The Music Program Coordinator works with the Creative Director to establish short and long-term goals and ensure all program activities are consistent with the mission and vision of SKETCH. Works collaboratively with the program team to design and implement music programming and support its integration with the whole of SKETCH's programming.

Partnership Development

- Identifies and seeks important community partners and collaborations;
- Builds and maintains strong relationships with artists, arts organizations, creative industry partners, and youth agencies;
- Leads in making connections between SKETCH artists and professional artists in the community;
- Supports the selection, training and orientation of arts animators/facilitators, placements and volunteers, especially as related to their area of programming.

Program Design, and Delivery and Engagement Strategy

- Designs, implements and evaluates skill based music programming, with the rest of the Music team, utilizing strong project management skills and tools;
- Executes artistic and high quality programming;
- Leads in the mentorship of young people to identify their artistic goals and support them in the development of music skills, art practices and art production;
- Develops strong creative relationships with artists in their program area; communicates effectively and respectfully with artists (written and verbal); and supports their navigation through SKETCH's programming framework;
- Builds and leads participant and community engagement strategy;
- Works closely with the Opportunities Coordinator, where relevant, on any Music-related opportunities;



- Supports volunteers and student placements to support programming;
- Contributes to creating and maintaining an inspiring, inclusive, welcoming and safe program environment;
- Works with the program team, Resource Development team, or other SKETCH groups to support any SKETCH or third-party events that have an audio component (i.e. program events, Art Salons, Board meetings, artist talks, etc), including supporting planning and outreach, set up, liaising with youth artists, and tech support;
- Collaborates with Resource Development, Opportunities and Communications to feature musicians in opportunities.

Recording Studio Care

- Maintains the Recording Studio, alongside the Program and Operations teams;
- Feeds into supporting the accessibility of the Studio, alongside the Operations team;
- Inventory maintenance, alongside the Program and Operations teams;
- Helps Artists, Guest Artists, Facilitators, Youth Leaders, Placements and Volunteers access and navigate the Studio, and participate in studio care;
- Ensures that studio maintenance and equipment maintenance protocols are followed.

Program Supports/Enablers

- Integrates with program framework and program team/mentors;
- Works closely with the rest of the Program Team to support crisis de-escalation and transformative justice processes to manage conflicts;
- Leads and participates in trainings on transformative justice and crisis prevention and intervention;
- Ensure that all members of their medium or project team are equipped to support de-escalation or crisis intervention;
- Lead in coordinating conflict or crisis plans to ensure strong coherence among team members (communication with staff, with youth, with Directors, follow ups, tracking and implementation);
- Supports youth accessing wrap around supports through community partnerships;
- Provides one-on-one support to participants, as needed.

Tracking and Impact Evaluation

- Works with the Evaluations staff and others to design and track systems that build the progression of arts leaders
- Support the implementation of evaluation tools developed by Creative Director and Evaluation Associate
- Brings awareness in the analysis of arts-based learning and SKETCH programming to participants and the community

Administration

- Monitors the budget for their area of programming, in coordination with the Program Manager;
- Attend regular Program Team meetings as required;
- Participates in SKETCH organizational meetings and program development meetings as an active organizational team member;
- Utilizes strong project management skills and tools;
- Strong communication and administration skills including:
 - Program tracking, evaluation and reporting;
 - Consistent and timely e-mail communication;
 - Strong accountability and time management skills including clear communication of absences and punctuality.

Other

- Follows policies and procedures, Health & Safety standards and works in a safe manner;
- Strong problem-solving skills, including the ability to navigate multiple activities and challenges (barriers/obstacles);



- Sophisticated understanding of the creative process and arts practice;
- Established relationships with artists and educators working in the arts.

Qualifications

College diploma or an equivalent combination of education and professional artistic experience. Bilingualism is an asset.

Strong Assets

- Lived Experience or Deep Knowledge of Poverty and Oppressions;
- Anti-Oppression work or experience (or training);
- Commitment to restorative justice practices;
- Commitment to be a contributing member to a learning organization.

Job Knowledge

- Demonstrated experience/knowledge in a variety of artistic activities primarily in the music arena;
- Demonstrated knowledge of audio production processes and related equipment;
- Demonstrated administrative experience;
- Demonstrated experience/knowledge in working with vulnerable sector.

Join Our Team!

Accommodations are available on request for candidates taking part in all aspects of the selection process including alternate format materials, accessible meeting rooms or other. Please let us know and we will work with you to meet your needs.

SKETCH Statement of Inclusion

SKETCH is committed to ensuring that members of traditionally marginalized and equity-seeking groups, from a broad range of communities, apply for positions within the organization. SKETCH is dedicated to taking proactive steps to overcome historical patterns of discrimination in our society which have created barriers of race, colour, religion, sex, national origin, age, disability, language, class, sexual orientation, and gender identity or expression resulting in the denial of their full participation in society. We prioritize qualified applications from those who identify as Black, Indigenous, People of Color, person with disabilities, women, queer, trans or non-binary persons or any combination of these intersections. SKETCH recognizes that people from these communities are most affected by homelessness and poverty in Toronto. We encourage you to self-identify in your application.

To put forward your candidacy, please submit a cover letter and resume to: **HIRING COMMITTEE** at opportunities@sketch.ca with the subject line “Music Program Coordinator – [your name]” by **November 19, 2021**.

While we thank all candidates for their application, only those selected for an interview will be contacted.