



IMO INDIGENOUS MUSIC OFFICE

SEEKING AN EXECUTIVE DIRECTOR

The Indigenous Music Office (IMO) is a national not-for-profit organization dedicated to building an Indigenous music ecosystem. We strive to be a national voice for Indigenous people working in music. Since the establishment of the office, the IMO has focused on community engagement/relationship building in the industry, advocacy, and establishing programming/funding with an eye towards fulfilling the needs as identified by our community.

Some of the primary tasks of the office in the next year will be operational planning and delivery of the long-term mandate and strategic plan, as well as implementation of the June 2024 CRTC Broadcasting Regulatory Policy ruling, within which the IMO is identified as a stakeholder.

The Board of the IMO is seeking applicants for the position of Executive Director of the Indigenous Music Office. The position will be guided by the current Board, an Elder Advisory Circle, and an Industry/Artist Advisory Circle.

The application process is open to all Indigenous people in Canada (First Nations, Inuit, and Métis). Priority will be given to these applicants. Please indicate your nation/cultural background in your letter of interest.

Brief job description:

The Executive Director (ED) of the Indigenous Music Office will provide strategic, creative, and operational direction for the entity. The ED will have overall responsibility for development and investment decisions, overseeing the management of projects, team members and relationships.

Some core duties will include:

- Establishing and maintaining strong and productive working relationships and partnerships with a wide cross section of the artist and broadcast sections of the industry.
- Fostering collaborative working relationships with peers, facilitating co-operation/partnership with all stakeholders.
- Identifying, developing, and facilitating new business opportunities, and negotiating partnerships.
- Overall management of Indigenous Music Office funding budget and decisions across programs.

Some qualifications include:

- Knowledge and understanding of the Indigenous Peoples of Canada, coupled with an understanding of the issues affecting Indigenous people in contemporary society and the diversity of circumstances in Indigenous communities.
- Knowledge of the Indigenous music industry: Artist and Creative sides, production and management sides, labels, distribution, music licensing, and publishing, Export of Indigenous music and musicians, Key industry players including Indigenous and non-Indigenous artists, music organizations and businesses.
- Fulsome knowledge of the arts granting and funding system in Canada.
- Ability to represent the Indigenous Music Office to industry and government with diplomacy, sensitivity and conviction.

Some behaviours include:

- Passionate about Indigenous music.
- Open communicator, shares thoughts and opinions with others.
- Values collaboration and teamwork, with ability to create a collaborative environment.
*Ability to work autonomously.
- Actively respects the diverse voices that need to be at the table. Prioritizing family at the core of our values, treating each other as if we are related, and maintaining an atmosphere of reciprocity, inclusivity, respect, and doing no harm.
- Embraces courage as a core value.

Details:

The offer is for a 5 month contract including a 3-month probation period, commencing November 1, 2024 and ending March 2025, with opportunity for renewal. Compensation will be approximately \$95K/year (\$1696.43/week) depending on work experience and location. The candidate in question will have the ability to work from home and travel occasionally for meetings and events as a representative of the IMO.

Please email info@indigenousoffice.com to submit a letter of interest, CV and references, or for further questions. Please indicate “ED Position” in the subject line.

Deadline for submission: September 20, 2024

