



IMO INDIGENOUS MUSIC OFFICE

JOIN OUR TEAM

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. **The IMO is seeking applicants for three (3) new exciting part-time contract roles.**

Project Manager - This part-time position will oversee the development and delivery of IMO projects and programming, including budget and resource development, logistics and event management, and reporting. Upcoming IMO projects include: arts industry capacity-building programs; establishment and management of a new Indigenous Music Fund; development and management of a comprehensive Indigenous music industry database. The Project Manager will also be responsible for establishing Indigenous music community connections/network and working with appropriate industry partners on common initiatives. The candidate will possess their own cell phone, computer and the necessary software to complete the work.

Some necessary skills include:

- Strong, respectful communication and administrative skills
- Experience overseeing and managing large project budgets with multiple sources and payees
- The ability to work well in Microsoft Word, Excel Sheets, and Google Docs
- The ability to work independently and with colleagues in remote locations
- A general knowledge of the Indigenous music ecosystem is advantageous, although not necessary
- A passion for Indigenous music is desirable.

Some details about the position:

- The anticipated start date for this position is October 1, 2024 to September 30, 2025 **(1 year)** with an option for renewal. There will be a 3-month probation period.
- The position will pay between \$30-40/hr (commensurate with experience and qualifications) for 10 hours/week, paid monthly upon invoice. The hours of work may potentially increase in the new year, funding dependent.
- Work hours are flexible, but it is expected the candidate will be available during the hours of 9am-5pm, Monday-Friday in their time zone.
- The successful candidate will be considered a contractor, so will be expected to manage their own tax reporting. Taxes will not be deducted from the pay.
- This is a remote work position.
- The Project Manager will report to the Executive Director, but may occasionally take direction from the Board.

- This position may occasionally require travel, but that is not the focus.
- The IMO reserves the right to request a vulnerable sectors check should the candidate be selected.

Communications Coordinator - This position provides support in delivering the IMO's communications strategy, including marketing, social media management, community outreach, partnership development. The Communications Coordinator will be responsible for working with the IMO team, publicist, and communications strategist to deliver the strategy on a daily basis. Currently the IMO is working on several projects which involve large-scale outreach to the Indigenous music community. We are also assembling a communications strategy to connect with our community, our partners, and unify/boost our public-facing communications

Some necessary skills include:

- Mastery of social media platforms and understanding of algorithms to deliver the best possible reach for IMO
- Comprehensive knowledge of the media landscape in Canada including print, online, and broadcast outlets
- Good community connections in Indigenous music would be an asset

Some details about the position:

- The anticipated start date for this position is October 1, 2024 to March 30, 2025 **(6 months)** with an option for renewal.
- The position will pay between \$25-\$30/hour (commensurate with experience and qualifications) for up to 30 hours/week, depending on location and experience, paid bi-weekly upon invoice.
- Work hours are flexible, but it is expected the candidate will be available for communication during the hours of 9am-5pm, Monday-Friday in their time zone.
- The successful candidate will be considered a contractor, so will be expected to manage their own tax reporting. Taxes will not be deducted.
- This is a remote work position.
- The Communications Coordinator will report to the Executive Director, but may occasionally take direction from the Board.
- This position may occasionally require travel, but that is not the focus.
- The IMO reserves the right to request a vulnerable sectors check should the candidate be selected.

Administrative Coordinator - This position provides general administrative support to the Executive Director and IMO team, including scheduling, preparing and editing documents, organizing information, and providing good customer service. The Administrative Coordinator will respond to requests, and manage day-to-day communications with the music community, partners, and stakeholders as needed.

Some necessary skills include:

- Strong, respectful communication and excellent administrative skills
- Excellent editing skills
- The ability to work well in Microsoft Word, Excel Sheets, PowerPoint, Adobe, Google Suite, Slack and other work management programs.

- The ability to work independently and with colleagues in remote locations
- A general knowledge of the Indigenous music ecosystem is advantageous, although not necessary
- Light graphic design skills are an asset but not a requirement

Some details about the position:

- The position would start October 1, 2024 to March 31, 2025 (**6 months**) with an option for renewal.
- The position will pay between \$25-\$30/hr (commensurate with experience and qualifications) for up to 20 hours/week, paid bi-weekly upon invoice.
- Work hours are flexible, but it is expected the candidate will be available during the hours of 9am-5pm, Monday-Friday in their time zone.
- The successful candidate will be considered a contractor, so will be expected to manage their own tax reporting. Taxes will not be deducted from the pay.
- This is a remote work position
- The Administrative Coordinator will report to the Executive Director, but may occasionally take direction from the Board. They will also be available to provide support to the Project Manager and Communications Coordinator on an as-needed basis.
- This position may occasionally require travel, but that is not the focus.
- The IMO reserves the right to request a vulnerable sectors check should the candidate be selected.

If you are interested in any one of these positions, please email us your resume and a cover letter telling us a bit about yourself, what roles you're interested in, your skills and experience, availability, and anything else you'd like to share!

The application process is open to all Indigenous people in Canada (First Nations, Inuit, and Métis). Please indicate your nation/cultural background/community within the cover letter.

Email: info@indigenousoffice.com Deadline for submission: September 20, 2024

