

# Folk Music Ontario - Program Coordinator - Job Description



## Job Description:

Working closely with and reporting to the Executive Director, the Program Coordinator will assist with planning and coordination of all aspects of programming leading up to FMO's 36th annual conference in London, Ontario, October 13-16th, 2022. This position provides a unique opportunity to gain valuable experience in arts and cultural administration; learn the logistics and processes required to program a live music industry event, and work directly with artists and music industry in the programming, coordination, and facilitation of programs, delivering high-quality, low-barrier programs that foster well-being, creativity, career development, and connection in the Folk Music community across the province of Ontario and Canada.

## Duties and Responsibilities

- Works alongside the staff and volunteers to fulfil mandate of FMO and represent the organisation
- Assists with programming and coordination of FMO's Developing Artist Program, Export Development Program, Festivals Retreat, Art Beat, Folk Music Ontario Conference, and year-round activities.
- Contributes to program-specific social media, newsletter, and website posts
- Contributes to the development of program-specific budgets, schedules, and volunteer staff plan for year-round activities and annual conference.
- Supports the grant writing process, providing the programming content and relevant data for such grants, completes program reports, supports the organisational work plan and budgeting processes and ensures program work plans and budgets are effectively implemented and monitored.
- Maintains and contributes to critical paths for the FMO Conference and related events, identifies scheduling conflicts and ensures programs adhere to deadlines.
- May assist staff with artist and delegate travel, hotel, and related hospitality
- Assists with sourcing and engaging contractors such as catering and technical crews, as assigned, in line with established procurement processes.
- Provides curatorial and logistical research and programming.
- Compiles, commissions, and creates graphic and marketing materials for programs, and writes copy for multiple platforms where assigned.
- Works with the Executive Director, committees, and other staff and contractors to develop programming content and secures participants in support of outreach and education initiatives aimed at engaging new and diverse audiences
- Undertakes other duties related to Folk Music Ontario's conference and year-round activities as required.



## Qualifications:

- Are legally entitled to work in Canada;
- Are of legal age of majority in the province of Ontario.
- Are willing to commit to the full duration of the work assignment;
- Will not have another full-time job (over 30 hours a week) while employed with the organisation.
- A passion for Music / familiarity with the Folk Music genre / the music industry.
- Post-secondary education in a related field (arts, arts administration, community arts, music, music industry arts) or equivalent education or work experience in cultural programming or the arts & culture sector.
- A proactive and open-minded team player who thrives in a fast-paced, high-volume environment with multiple competing / shifting priorities and deadlines.
- Familiarity or willingness to learn to use the following programs: Microsoft Office, Google Suite, Zoom, Wordpress, Bandzoogle, Mailchimp, Canva, Asana.
- Familiarity with a variety of social media platforms.
- Excellent planning and organisational skills as well as public presentation and written communication skills. Detail Oriented.
- Available to travel-to and work in-person at the Folk Music Ontario Conference, October 13-16th, 2022 (with additional on-site days as required).
- Comfortable working remotely, using technology to communicate with staff/team.
- Bilingual or multilingualism is considered an asset, but not required.

**Compensation:** Hourly at \$25/hr - to a maximum of 35hrs per week

**Application Deadline:** August 5th, 2022 5:00PM EST

**Expected Start Date:** August 15, 2022 (Start date flexible for the right candidate)

**Contract Length:** Contract, Full-time, 20 Weeks with opportunity for extension if applicable.

**Location:** Remote work, candidates may apply from anywhere in Canada, willingness and ability to travel to FMO Conference in London, Ontario, October 12-16 required.

## How to Apply:

Please submit a cover letter and CV to [director@folkmusicontario.ca](mailto:director@folkmusicontario.ca) with the subject "[your name] Program Coordinator Application" We thank all applicants, but only those selected for an interview will be contacted. Interviews will take place via Zoom.

Folk Music Ontario is committed to anti-racism and anti-oppression. We invite individuals who reflect diversity in our community to apply, including those who identify as Indigenous, black, persons of colour, 2SLGBTQIA+, and people with disabilities. Should you require accommodation at any time throughout the application process, please contact [office@folkmusicontario.ca](mailto:office@folkmusicontario.ca)