



The Canadian Folk Music Awards is seeking a

Program Manager (part-time independent contractor)

The CFMAs are a prestigious national program of annual juried awards and events that celebrate and promote Canadian folk music in all its forms, in order to foster acclaim and success for a vibrant and diverse Canadian folk music industry and community. Now in their 14th year, the CFMAs are presented during an exciting awards weekend, to be held in Calgary this year, featuring live performances by some of Canada's most talented musicians.

Position Purpose:

To provide support services to a working Board of Directors in managing the awards program and staging events integral to the annual awards weekend.

Essential Services and Duties:

- Monitor and support the promotion and solicitation of on-line submissions of recordings from artists and producers for all award categories.
- Provide support services to the jury selection and voting process for all award categories.
- Support responsible Board members and a local committee in organizing, promoting and staging events related to the awards, especially the annual Awards Weekend, featuring presentations of the awards, concert performances, workshops, and receptions. This includes assistance with logistics such as accommodations, program book, hospitality, box office, complimentary tickets, event production and volunteer coordination.
- Assist with invoicing, banking, and providing documentation for bookkeeping and auditing.
- Assist responsible board members and a contracted publicist with communications through the CFMA website, social media, press conferences and news releases;
- Research grants and develop sponsorship opportunities.
- Provide various administrative support functions such as record keeping, correspondence and responding to telephone and email inquiries.



Qualifications

- Proficiency in both English and French
- Excellent computer skills with ability to use applications in word processing, spreadsheets, email, internet and social media
- University degree, college diploma or other post-secondary certification in a relevant field of study, two years related employment or voluntary experience, or an acceptable combination of education and experience
- Ability to work irregular hours, including evening and weekend work and some travel, depending on requirements during peak periods (mostly from May through November)

Location: Anywhere in Ontario (funding restriction) with good access to internet and air transportation.

Remuneration: \$20,000 for a one-year, half-time contract for services

For more information, please visit <https://folkawards.ca/> or contact Robert Soucy, CFMA Board of Directors, at robertsoucy@rogers.com

Send your application with covering letter and resume and contact information for two references to info@folkawards.ca no later than March 16, 2018. Applications will be treated in confidence. Only applicants selected for an interview will be contacted.