



BRITISH COLUMBIA'S CREATIVE INDUSTRY CATALYST

Creative BC is an independent, not-for-profit organization created by the Province of British Columbia to strengthen and promote B.C.'s creative sector which includes the motion picture, digital and interactive media, music and sound recording, and magazine and book publishing industries. The organization's programs, services and investments act as a catalyst to help these sectors realize their economic and creative potential and thereby contribute to the future prosperity of our province.

Creative BC's mandate includes administration of B.C.'s motion picture tax credits, delivering provincial film commission services and providing grants to creators and creative companies in the sector. The organization's programs, services and expertise support the creative sector to expand and diversify, they stimulate inward investment and employment, and promote B.C.'s creative content and production capabilities both at home and in the global marketplace.

The Province of BC provided a \$7.5-million grant to launch Amplify BC in 2018. Delivered by Creative BC, the provincial music fund is now in its fourth year, and funding has been committed until 2024. Amplify BC supports BC's music industry through four streams serving B.C. artists, live music presenters, music companies and the development of the music industry.

Creative BC is hiring for the position of:

### **COORDINATOR, MUSIC**

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*Creative BC values diversity and strives to reflect the communities it serves. To ensure diverse teams, the organization encourages and prioritizes applications from members of groups that are historically, persistently, and systemically underrepresented including: Indigenous, Black and People of Colour; people identifying as LGBTQ2AI+ and/or non-binary; people living with visible and invisible disabilities; and members of other equity seeking groups. Creative BC also encourage applicants to self-identify, if they wish to do so during the application process.*

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The successful individual will join our fast paced, team-based environment and collaborate with others to deliver excellence in service and quality. This is a full-time position with the music team starting December 1, 2021, supporting the delivery of Creative BC's funding programs for the music industry.

### **KEY ACCOUNTABILITIES**

The successful candidate will become a member of Creative BC's music team, which is charged with championing B.C.'s diverse and dynamic music and sound recording industry through the administration and delivery of provincial grants. Reporting directly to the Manager, Music Programs, the Coordinator, Music will be responsible for:

- Working with and supporting the music team to deliver innovative programming focused on economic development;
- Administering music funding by educating and consulting with applicants and recipients, processing, analyzing funding applications;
- Identifying and supporting music industry activities by administering funding to grow activity, professional development, and jobs within the music industry;

- Ensuring that all programs and activities have meaningful indicators to measure, analyze and report on progress and success;
- Building Creative BC's network of relationships with artists and companies through industry events and outreach;
- Capturing knowledge, contacts and data to increase Creative BC's ability to understand the sector's ecosystem, competitive landscape and funding needs;
- Collaborating with B.C.-based music industry organizations, agencies, festivals, communities and audiences to amplify Creative BC's activities on the sector's behalf;
- Contributing to Creative BC's overall strategies as a high energy, collaborative and supportive team member; and
- Participating as a member of the team by taking on administrative and clerical tasks to ensure delivery of seamless service.

## **EXPERIENCE REQUIREMENTS**

Applicants must possess:

- Experience in project management or administration within the music industry;
- Proven administrative competency, and the ability to maintain effective workflows, systems and processes;
- Experienced and networked with people and genres currently underrepresented in the industry;
- Current business experience in the music industry including knowledge of industry trends, funding programs and development opportunities;
- Experience with capacity building, and the integration and implementation of equity practices;
- An established record of collaborative relationships with key industry partners and stakeholders;
- A respectful negotiation and consultation approach and the ability to build consensus to reach successful business outcomes;
- A strong focus on deadlines and proficiency balancing multiple competing priorities; and
- A talent for communicating effectively and navigating complex, professional relationships, combined with strong written and oral skills.

## **DIFFERENTIATING COMPETENCIES**

The individual who will succeed in this role is:

- Industry savvy and on point;
- Organized and effective;
- Clear, relatable and positive;
- Collaborative, flexible and receptive;
- Keeps confidences, manages relationships with grace; and
- Deals well with complexity and challenge.

## **EDUCATION REQUIREMENTS**

- An undergraduate degree or an equivalent combination of education and experience, acceptable to Creative BC; and
- Education in Business/Commerce, Marketing and Communications, Arts Administration, Public Relations, Public Policy and other related fields is considered an asset.

## **JOB & APPLICATION INFORMATION**

In return for an energetic and enthusiastic commitment to Creative BC the successful individuals will be offered a comprehensive compensation package which includes: base salary; three weeks' vacation plus annual winter break; medical, dental and extended health benefits; participation in the Public Service Pension Plan.

Due to the pandemic, Creative BC's staff has been working remotely, and a hybrid model is being tested. This position is based in Vancouver.

Applicants must be Canadian residents of BC and eligible to legally work in Canada on a continuous basis. The organization applies relevant, inclusive and balanced hiring practices, reflecting our organizational values and the BC Human Rights Code. Creative BC is an equal opportunity employer.

Please submit your cover letter and resume to [careers@creativebc.com](mailto:careers@creativebc.com). Submissions will be accepted through **Sunday, October 24, 2021**.

We thank all applicants for their interest in this opportunity at Creative BC. We regret that we cannot respond to all applications so only candidates who meet the requirements and are selected for an interview will be contacted. If you have questions about this opportunity, please send them directly to [careers@creativebc.com](mailto:careers@creativebc.com).