**IGA MUSIC PROGRAM - Phase 2**

**Job Title**: IGA Music Program Coordinator

**Reports to**: IGA Program Supervisory Group (IGA Board Committee)

**Job Purpose**

The purpose of this full-time position is to design and implement phase 2 of the IGA Music Program. This is a new position within the IGA. It will be established as a two year contract with a renewable option.

The core project objectives are:

* to strengthen the position of music in community life
* to create access to musical training and encourage musical talent across all generations
* to use musical development to empower leadership skills in young people
* to create opportunities for musicians at all skill levels to meet and perform
* to nurture exceptional talent and offer bursary support to help develop careers in music
* to build networks, partnerships and sponsorship that will create sustainable development

The communities covered by this role will be Cartwright south to Forteau; the Northern Peninsula from St Anthony south to Flowers Cove/St Barbe; and Main Brook, Roddickton and surrounding communities.

**Job Duties**

The appointee will act as the local “Music Champion” for the IGA Music Program and act as the principal communication source for the duration of the project.

S/he will establish strong working relationships with community leaders and build partnerships that foster music development.

S/he will carry out baseline explorations in partnership with members of each community, to:

* explore and champion current musical activity - what happens where, when and how often and with whom
* connect key local players and their contributions, plus any from the school, church or other community organizations
* serve as a catalyst for expanding musical activity
* encourage musical aspirations across age groups and musical genres
* identify factors that will enhance those aspirations
* identify factors that stand in the way of those ambitions and actively work to overcome these.

On the basis of these explorations the appointee will co-create, with community members, action plans to further existing activity and connect communities across the region through music making. These plans will be submitted to the Project Steering Group (PSG) for approval. Each will set out priority objectives, proposed delivery mechanisms, timescales and funding implications.

The appointee will also draw up an over-arching Music Project Plan for PSG approval, which will coordinate activity across the individual community music action plans. This will demonstrate how economies of scale can be achieved across all action plans - particularly concerning manpower and tuition - and give encouragement to innovative ways to implement community action plans.

The appointee will be responsible for designing publicity material for all aspects of the program and for disseminating this throughout the area at appropriate times.

S/he will facilitate one summer event that will provide an opportunity for musicians to meet, play/rehearse together and to perform in public.

**Qualifications/Experience**

Qualified musician to diploma or graduate level.

Can demonstrate advanced playing ability in one or more musical instrument and have experience as a performer.

Will have a track record of teaching music in a community setting, in engaging a wide age range and in dealing with a broad spectrum of ability.

Will have excellent communication skills and highly developed people skills.

Has experience that demonstrates good project management and organizational skills.

Is highly self-motivated and possesses entrepreneurial skills.

**Working Conditions**

The appointee will be expected to travel throughout the region and to be “accessible” - making ample use of teleconferencing and conference call technologies, employing “smart working” practices and establishing productive partnerships with key players (e.g. schools) and community leaders (town councils).

The nature of this work will require a flexible interpretation of office hours, as some evening sessions and weekend working will be necessary.

Office facilities will be provided in St Anthony and the appointee will be expected to manage a budget for office and admin expenses.

The appointee will be expected to provide their own ground transportation. Mileage costs will be reimbursed at agreed provincial public service rates.

If not already resident in the area the appointee will be expected to secure their own accommodation.

**Project Steering Group (PSG)**

The PSG has been set up to provide project management oversight for Phase 2 of the IGA Music Program.

The PSG membership comprises IGA Directors (x3), Community Leaders (x3), Experienced Regional Musicians (x3).

The IGA Music Program Coordinator will report directly to the Chairman of the PSG. During the first three months in post the Program Coordinator will agree with the PSG an induction program, and an outline of activities that will deliver Community Action Plans. All project plans and deliverables must be signed off by the PSG, acting for the IGA Board.

**Salary**

The baseline salary is $50k per annum, with scope for negotiation for exceptional candidates and considering previous employment.