

GRANT ADMINISTRATOR

Part-Time. Contract Term: Immediate - November 30, 2021

[Alberta Music](#) is a non-profit, service-based association dedicated to helping professionals in the music industry to succeed in their careers.

We are member-based, representing members in all facets of the music industry, including artists, managers, songwriters, studios, venues and beyond. Through our programs and services, we provide information, education, advocacy and industry opportunities to develop and promote the growth and sustainability of the Alberta music industry.

We are seeking a Grant Administrator to join our team to oversee and administer all aspects of the Stabilize Live Music Program; Individual Micro Grant and Music Business Innovation Grant program streams. The ideal candidate has a strong knowledge of the Alberta music sector and is aware of musician and music industry professionals' needs and current trends.

Reporting directly to the Executive Director, the Grant Administrator, will be responsible for:

KEY ACCOUNTABILITIES

- Answering all questions pertaining to the grant program;
- Receiving and checking eligibility of applicants;
- Coordinating the adjudication process; arranging, facilitating juries and jury members;
- Coordinating feedback and results to applicants;
- Coordinating with Alberta Music bookkeeper on payment to successful applicants;
- Tracking and monitoring budget of grant program;
- Tracking and organizing applicant files;
- Following up with applicants on Final Report reminders /deadlines;
- Reviewing and processing final payments based on final reports and final budget;
- Measuring, analyzing and reporting on progress.

EXPERIENCE REQUIREMENTS

- Experience in project management or administration within the music industry
- Ability to maintain effective workflows, systems and processes;
- Experienced and networked with people and genres in the music industry;
- A focus on deadlines and proficiency
- A talent for communicating effectively and navigating professional relationships.

The successful candidate will be offered a part-time, six-month employment contract with Alberta Music. Employment will begin as soon as possible, and end November 30, 2021. The successful candidate can expect to work a minimum of 20 hours a week which may include evenings and weekends and has an hourly wage based on qualifications.

Alberta Music is committed to being an inclusive, welcoming and unbiased employer and encourages applications from all equity-seeking groups. To apply for this position, please email your cover letter, resume and references to Carly Klassen – Executive Director at hire@albertamusic.org with subject line: GRANT ADMIN. Applications will be accepted till Friday, May 28, 2021 at 4:00pm.

We thank all applicants for their interest in this opportunity at Alberta Music however, only candidates who meet the requirements and are selected for an interview will be contacted.

If you have any questions about this opportunity, please send them to hire@albertamusic.org