Interim Executive Director Job Description

Term: 12-month Temporary Maternity Leave Coverage
Dates: April 2025 through April 2026

PURPOSE

Working on behalf of the Board of Directors, the Executive Director provides leadership and management in support of the vision, values and objectives of Alberta Music.

ACCOUNTABILITY

Reports to the Board of Directors, by providing overall direction and leadership necessary for the effective and efficient delivery of all programs and services of Alberta Music, according to the mandate of the Board of Directors, set within the policies, bylaws, and strategic plan of the Association.

PRIMARY RESPONSIBILITIES

Leadership

- Participate with the Board of Directors in developing a vision and strategic plan to guide the Association.
- Develop and implement an annual operational plan in alignment with the vision and strategic plan.
- Inspire and enhance productive performance, programming, and constructive growth of the Association.
- Foster relationships with the membership, as well as the music industry community both provincial and national, to identify needs and develop solutions, ensuring the Association is working on behalf of the membership.
- Act as a spokesperson for the organization and the sector with media, stakeholders, partners, and the public.

Financial Management

- Maintain existing and secure new funding and partnership opportunities for the Association through a variety of methods including sponsorship, grants, membership and program revenue, and government relations at a municipal, provincial and federal level.
- Ensure that programs and services generate revenue for Alberta Music whenever appropriate.
- Develop and present the annual budget for board approval, including reporting on financial statements and key financial matters.
- Operate within the approved budget.
- Ensure that all funds, physical assets and other property of Alberta Music are appropriately safeguarded and administered, with proper reporting available.
- Ensure proper management and administration of payroll.
- Secure and oversee a Chartered Professional Accountant (CPA) to prepare the organization's annual financial statements, ensuring accuracy and compliance with regulatory requirements. Collaborate with the CPA to finalize and report on the statements as needed for organizational purpose.
- Make recommendations for capital expenditure when necessary.

Community Relations and Advocacy

- Ensure a strong visibility and public image for the Association through participation in national initiatives, music industry events, and appropriate public functions, supporting Alberta Music industry professionals wherever possible.
- Ensure Alberta Music's representation to provincial and national bodies involved in the music/recording industry, as funding allows.
- Liaise with all principal donors and partners, including municipal, provincial, and federal governments, to ensure good communication and accountability.
- Maintain relationships with government employees and elected officials as required to ensure they are aware of the needs and successes of the music sector.
- Be informed of relevant legislation and regulatory issues facing the music sector.
- Develop and deliver a strong Brand/Identity for the Association, through an effective web presence and innovative communications.

Board Relations and Governance

- Act as the primary staff liaison to the Board of Directors, keeping the Board and its committees fully informed of the conditions and operations of Alberta Music.
- Development of Board materials including an Executive Director's report, and attendance at all Board and Committee meetings as a contributing member.
- Identify, assess, and inform the Board of Directors of internal and external issues, as well as new innovations and trends, which affect the Association and the Alberta music industry.
- Plan and execute the Annual General Meeting and Strategic Planning Meeting in close collaboration with the Board Chair and Executive Committee, ensuring adherence to the Associations bylaws and governance policies.

Personnel Management

- Provide leadership, orientation, training, consultation, assistance and support to staff in order to build a strong, supportive and effective team.
- Develop and oversee the implementation of the human resources policies, procedures and practices to support the employee lifecycle, including development of job descriptions for all staff, contractors, and volunteers; overseeing recruitment strategies and logistics; conducting performance management of direct reports to ensure continuous feedback; administering discipline; and conducting terminations when required.
- Determine and manage staffing requirements for organizational management and program delivery.

Program and Service Delivery

- Ensure that all products and services offered to the membership adhere to the highest standards of quality and professionalism in alignment with the Association's strategic plan.
- Continually work to foster a strong membership base among all sectors of the music industry (creative, technical, administrative), across all genres of commercial music, and across all regions of the province with a lens to diversity, equity, and inclusion goals of the organization.
- Identify opportunities for membership and program growth to support ongoing efforts to diversify and increase membership of the Association.
- Complete funding proposals and full reporting to funders on activity deliverables, industry outcomes, and financial reporting.
- Liaise with other music industry associations, stakeholders, and partner organizations.

General Administration

- Keep accurate financial, statistical, personnel and program records on file.
- Ensure Alberta Music is managed in accordance with all legal requirements and with the constitution and by-laws.
- Complete and file all necessary returns.
- Abide by organizational policies and procedures, recommending and implementing updates when required.
- Maintain a high level of quality services, through ongoing evaluation of the overall performance of Alberta Music.

REQUIRED SKILLS AND ABILITIES

- Minimum 5 years' experience working in the music and recording industry at increasing levels of responsibility.
- Has a thorough understanding of the music industry including recording, marketing, touring, live, and songwriting, staying on top of trends and opportunities to grow the sector.
- Strong networking skills in the music industry, not-for-profit and corporate communities with a motivated and productive approach to partnering with the community and working with stakeholders.
- Experience in securing operational and program funding through a variety of methods including grants and sponsorship.
- Experience leading a team, fostering a culture of high-performance and commitment to the Association's goals.
- Strong written and oral communication, presentation, and interpersonal skills.