



## EXECUTIVE DIRECTOR – JOB DESCRIPTION 2023

### 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 SaskMusic. The Executive Director is responsible for all operations and programs, ensuring SaskMusic is meeting its financial, operational and strategic goals.

### NATURE OF WORK

SaskMusic is a non-profit, member-based sector association that represents, promotes and develops the artists and music industry of Saskatchewan. We offer one-on-one guidance, workshops, marketing and export assistance and opportunities, career development opportunities, peer sessions, artist and business listings and more. From songwriters and freelance musicians to studios and production facilities, we work with artists and industry members from across our province in an extensive range of genres and skill levels. SaskMusic is a source of information and resources for both the public and the industry, and is funded primarily through Creative Saskatchewan, a crown agency of the Province of Saskatchewan.

### ACCOUNTABILITY

The Executive Director reports to the Board of Directors, providing overall direction and leadership necessary for the effective and efficient delivery of all programs and services of SaskMusic, according to the mandate of the Board of Directors, set within the policies, bylaws and strategic plans of SaskMusic. The Executive Director must also report to all our funding partners, specifically to Creative Saskatchewan, on behalf of the organization. The Executive Director is also responsible for the success of the organization's staff, and must ensure that the staff are accountable for the work they are hired to deliver.

### Primary Responsibilities:

#### Leadership

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization, to be reviewed annually and renewed at least every three years.
- Enhance productive performance of all staff, and ensure programming builds constructive growth of the Saskatchewan music industry and of the organization itself.
- Foster relationships with the membership, as well as the music industry community both provincial and national, to identify needs and develop solutions, ensuring the organization is working on behalf of the membership.

#### Board of Directors

- Communicate with the Board of Directors through monthly Executive Committee meetings and quarterly Board of Directors' meetings including an annual Board retreat.
- Keep the Board and its committees fully informed of the conditions and operations of SaskMusic through attendance at Executive meetings, Board meetings and through regular written reports.
- Identify, assess and inform the Board of Directors of internal and external issues, as well as new innovations and trends which may affect the organization and the Saskatchewan music industry.
- Plan or cause to plan Executive Committee Meetings, Quarterly Board Meetings, Annual General Meeting, annual Board retreat or any other Board-related event as required.

- Act as staff liaison with the Board of Directors, primarily through the Chair and the Executive Committee of the Board.

### **Financial Management**

- Secure funding through grants, sponsorships and partnership opportunities.
- Ensure that programs and services generate revenue for SaskMusic whenever appropriate.
- Develop and present the annual budget for Board approval in a timely manner.
- Operate within the approved budget, evaluating cash flow requirements and maintaining accurate records of all transactions for regular reporting to the Executive Committee and Board.
- Ensure that all funds, physical assets and other property of SaskMusic are appropriately safeguarded and administered, with proper reporting as required by funding agencies and partners.
- Ensure proper management and administration of payroll, deductions and remittances.
- Make recommendations for capital expenditures when necessary as prescribed in the Executive Limitations of SaskMusic's Governance Policies.

### **Community Relations/Advocacy**

- Ensure strong visibility and public recognition for SaskMusic through participation in national initiatives, music industry events, and appropriate public functions, supporting SaskMusic industry professionals wherever possible as funding permits.
- Ensure SaskMusic's representation to provincial and national bodies involved in the music/recording industry as per industry standards and as funding permits. These include but are not limited to FACTOR, CARAS, SOCAN, BreakOut West, WCMAs, CCMAs, Canadian Live Music Association, Canadian Music Week, SXSW, NXNE, and the Canadian Council of Music Industry Associations.
- Foster relationships with current and potential partner organizations at municipal, provincial and federal levels. This includes the music industry organizations across Canada, (Music BC, Alberta Music, Manitoba Music, Music Nova Scotia, Music NWT, Music PEI, Music Yukon, MusicOntario and Music/Musique NB) as well as Saskatchewan organizations like SCMA and SIMA.
- Develop and deliver a strong brand/identity for SaskMusic through an effective web presence, innovative communications and social media platforms.

### **Personnel Management**

- Provide leadership, orientation, training, consultation, assistance and support to staff in order to build a strong, supportive and effective team.
- Determine and manage staffing requirements for organizational management and program delivery including the hiring, training, supervision and termination of employment of any staff as necessary.
- Develop and oversee the implementation of the human resources policies, procedures and practices including the development of job descriptions and adequate compensation for all staff and contractors.
- Implement human resource policies and advise staff of Board policies that impact them.

### **Program and Service Delivery**

- Ensure that all products and services related to the music industry and offered to the membership adhere to the highest standards of quality and professionalism.

- 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 geographic regions of the province.
- The current programs offered at SaskMusic include an annual Award show, export showcase opportunities, career consultations, a variety of workshops and educational opportunities including the Very Prairie annual conference, a member directory, newsletter and social media promotions, as well as a number of initiatives to foster and support BIPOC and Indigenous music and Women In Music in Saskatchewan. This list is not complete, changing as project funding permits.

### **General Administration**

- Keep accurate financial, statistical, personnel and program records on file, securely maintained.
- Ensure SaskMusic is managed in accordance with all legal requirements and within the constitution and bylaws of the organization.
- Complete and file all necessary corporate and government returns.
- Maintain a high level of quality services through ongoing evaluation of the programming and overall performance of SaskMusic.

### **Required Skills and Abilities**

- Has a thorough understanding of music and recording industry.
- Strong networking skills in the music industry, not-for-profit and corporate communities in Saskatchewan.
- Motivated and productive approach to partnering with the community and working with stakeholders including government ministries and funding agencies.
- Fosters the long-term learning and development of musicians and industry professionals.
- Effective networking to build and maintain relationships and networks of contacts both in Saskatchewan and across Canada.
- Has experience with grant writing, fundraising and corporate sponsorships.
- Has financial management experience, can understand a balance sheet, and is adept at financial budgeting, planning and evaluation.
- Excellent communication, organizational and managerial skills.
- Excellent computer skills, proficient in Microsoft Office, Microsoft Teams, Zoom, or other business platforms.
- Strong communication, writing, presentation and interpersonal skills.

### **Education/Experience**

- Should have a Master of Business Administration or Non-Profit Administration degree or comparable education in the non-profit administration field and/or significant managerial experience with a non-profit organization, working with a Board of Directors and staff.
- Should have experience in planning, administration and evaluation of financial resources for a non-profit organization.
- Experience in working with a member-based organization would be an asset.
- Experience working with funding agencies like FACTOR or Creative Saskatchewan or the Department of Canadian Heritage would be an asset.