

# **East Coast Music Conference and Awards Sydney - Cape Breton**

## **Job Opportunity**

**Title: Registration Coordinator**

**Duration: 11 weeks (February 8 to April 22, 2016)**

**Contract Fee: \$4500.00**

**Employer: East Coast Music Association Inc.**

The East Coast Music Association is currently seeking a Registration Coordinator for East Coast Music Week 2016 located in Sydney, Nova Scotia. The successful candidate will be based in the Sydney or Halifax area. The Registration Coordinator will work closely with the Event Manager and the Box Office Coordinator at the Event level, and will report to the Artist and Member Relations at the Association level. Together they will execute all elements relating to artist and industry event registration.

### **General Tasks**

- Management of the member database at ecma.com; ongoing communication with ECMA members to update and create their member profiles
- Coordination of East Coast Music Week registration for Artists and Industry delegates, working within Ticketpro system and Marcato database.
- Working with the Operations team to create and manage an efficient registration process and communication system.
- Training and supervising registration volunteers during the East Coast Music Week event.
- Maintain frequent email and phone communication with ECMA members and industry stakeholders.
- Working with the Marketing team to identify member and registration recruitment strategies
- Front-line representation of the ECMA at East Coast Music Week

### **Qualifications**

- Experience in ticketing & registration systems and customer service an asset
- Strong working knowledge of Microsoft Excel
- Proficiency in the use of CMS systems and database management.
- Demonstrated ability to work independently but collaboratively and with excellent communication practices.

- Proven ability to multi-task within a fast-paced, demanding environment of competing priorities.
- Experience with other cultural events an asset
- Specific experience with, or knowledge of, the regional music scene, and multi-event operations is also desirable.
- Exceptional interpersonal, verbal and written communication skills.
- Bilingualism an asset.

Requirements:

- Applicants must be able to work from home.
- Must be willing to work flexible hours including evenings and weekends, particularly during the East Coast Music Week event (April 13-17, 2016).

To Apply:

Interested individuals should apply by submitting a resume and cover letter to the following e-mail address: [operations@ecma.com](mailto:operations@ecma.com). **Applications must be received by 5:00pm AST, January 29, 2016. Only individuals chosen for interviews will be contacted.**