

East Coast Music Conference and Awards - Sydney, Cape Breton

Job Opportunity

Title: TD Soundwaves Coordinator and TD Client Liaison

Duration: 15 weeks (January to April 2016)

Contract Fee: \$5000.00

Employer: East Coast Music Association Inc.

The East Coast Music Association is currently seeking a Soundwaves Coordinator and Client Liaison for East Coast Music Week 2016 located in Sydney, Nova Scotia. The successful candidate will be based in either the Sydney or Halifax area and will report to Event Operations Manager and Manager of Partnerships. The Coordinator will be responsible for the implementation of the TD Soundwaves Program, which includes: TD ECMW Music Moves Me Program, TD School Visits, TD Pop-up Concert, and the TD Soundwaves Student Conference. The Coordinator will also be the primary liaison with our client TD and will work with the Halifax Team and TD to project manage all components of the partnership including: branding; logos/ads; social media; impact reporting; on-site activation; signage and pageantry; speaking opportunities; and tickets and passes.

As project manager of the TD Soundwaves program, the Coordinator is responsible for clear and effective communication with the client and will work with all departments to ensure that all elements of the partnership agreement are delivered.

General Tasks:

- Coordinate the Music Moves Me Program, which includes: call for applications; program promotion; coordination of submissions and coordination of jury.
- Program in-school presentations held April 11 – 15: liaising with the school board and teachers and administrators; contracting creative talent; production; securing appropriate venue and times.
- Program Student conference: Work with Halifax office and TD to identify topics for workshops and seminars; recruit panelists; secure space, room layout and A/V needs; effectively communicate with students, parents, teachers, and interested parties to secure attendance at the student conference .
- Coordinate Pop-up Concert: Confirm venue, performers and technical needs.

- TD Client event: Coordinate venue, entertainment and A/V requirements; assist partner with food and beverage requirements.
- For all events with marketing and sponsorship to coordinate social media, speaking opportunities, advertising and promotion, photography, and videography where applicable.
- Provide regular status updates to the client and Halifax team.
- Prepare agendas, and timelines for all activities.
- Develop and evaluative report, identifying best practices, sharing logistics templates for use for future festival projects.

Qualifications:

- Strong ties to the Cape Breton School Board and Educational School System.
- Previous experience in sponsor activation and event logistics.
- Proven project management skills with strong organizational skills with the ability to prioritize and multi-task and meet deadlines.
- Be reliable, hard-working, conscientious and a team player with a positive attitude.
- Proven interpersonal and leadership skills, experience with volunteer-run organizations, work well independently and with others.
- Be creative, resourceful, flexible, and take initiative.
- Have excellent communication skills, both verbal and written.
- Specific experience with, or knowledge of, the regional music scene, and multi-event operations.

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 11-17, 2016.

To Apply:

Interested individuals can apply by submitting a resume and cover letter to the following email address: operations@ecma.com. **Applications must be received by 5:00pm AST, January 4, 2016. Only individuals chosen for interviews will be contacted.**