



## **JOB POSTING**

### **DCMF Studio Coordinator**

**Application Deadline:** Oct 14, 2024 or until filled

**Location:** 802 3rd Ave, Dawson City, Yukon

**Start Date:** November 4, 2024 (or as soon as possible thereafter)

**Term length:** 8 month contract (Nov 2024-June 2025, with the possibility to renew in Sept 2025).

**Hours:** 10 hrs/week

**Compensation:** \$30.00/hour

**Reports to:** DCMF Executive Director

#### **THE OPPORTUNITY -**

Dawson City Music Festival Association is seeking an **DCMF Studio Coordinator (SC)** to support the expansion of our operations and programming made possible by the completion of our 24-channel tracking studio in downtown Dawson City. This is your opportunity to help shape the next chapter of one of the Yukon's most beloved music organizations and support the development of the Yukon's music community.

Working in a highly collaborative environment and responsive to the needs of the Dawson City community, the SC is responsible for stewardship and maintenance of the studio and its gear. They will be integral to ensuring that the studio is an accessible, welcoming, and safe space. They will also assist in designing and implementing a suite of public programming aimed at increasing usership of the facility and the capacity of local musicians and artists.

#### **ABOUT DCMF -**

The first Dawson City Music Festival took place in 1979. It was an intimate, two-day affair among friends, comprising a jam session on a West Dawson farm and a dance at Diamond Tooth Gertie's. Quickly realizing that the Festival was too good a secret to keep, an enterprising band of local volunteers incorporated the Dawson City Music Festival Association in 1980.

Since then, "Canada's tiny, perfect Festival" has developed a reputation as one of the nation's premiere musical events, but its strengths have remained the same: unparalleled intimacy, grassroots spirit, fabulous Klondike hospitality, and the best concerts North of 60!

In 2023 DCMF opened a public facility in Dawson's historic townsite, including a professional recording studio, drastically increasing our ability to provide programming and support to local



artists year-round. The studio is one of the only non-profit purpose-built studios in the country.

## **POSITION DETAILS -**

### ELIGIBILITY CRITERIA

- All applicants must be legally entitled to work in Canada.
- The SC is expected to work in-person at the DCFM studio located at 802 3rd Ave in Dawson City, Yukon for the duration of the contract.
- Criminal Record Check with vulnerable sector screening is required during contracting.

### DUTIES AND RESPONSIBILITIES

#### OPERATIONS

- Responsible for the maintenance and cleanliness of the DCMF studio and its gear. This will include some light janitorial duties (vacuuming, dusting, garbage and recycling removal) before and after sessions and programs
- Responsible for maintaining and updating the studio's computer equipment, software, and licenses
- Responsible for tracking DCMF equipment and gear and ensuring all assets are returned and stored correctly
- Assist in the develop and implement access control and security protocols
- Keep a running list of materials, supplies, repairs and upgrades required to maintain optimal studio functionality and will help source solutions, as required
- Respond to technical inquiries from prospective users and ensure they have the skills and knowledge required to safely use our facilities
- Collect and report statistical information relating to studio use and programming

#### EDUCATION AND OUTREACH

- Develop and deliver monthly Recording 101 workshops for community members
- Assist in the development and delivery of other public programming, as time permits

And other tasks, as required.



## **EXPERIENCE, SKILLS AND ABILITIES**

### THE SUCCESSFUL CANDIDATE WILL

- Be passionate about music and the arts
- Be able to work with a broad demographic of people and be highly diplomatic with strong inter-cultural competencies
- Have a demonstrated working knowledge of professional recording equipment, software, and processes.
- Possess the required technical expertise to perform the duties of the position
- Have experience developing and delivering educational programs for a variety of ages and backgrounds
- Be able to follow directions and work plans, take initiative, and work with confidence, independence, and urgency.
- Be detail-oriented, highly organized and self-motivated.
- Have strong verbal and written communication skills (including excellent phone and email etiquette).

### OTHER ASSETS INCLUDE

- Have experience working in Google Suite (Gmail, Drive, Docs, Forms and Calendar), Zoom, Microsoft Office Suite, and other standard office applications.
- The ability to lift up to 40lbs
- Be familiar with the needs and idiosyncrasies of Dawson City and/or the realities of delivering programming in small, northern communities

### **TO APPLY-**

Please send a resume, a one-page cover letter, and two professional references to:

**Corbin Murdoch, Executive Director**

**Re: Operations and Programs Coordinator Application**

**Email: [info@dcmf.com](mailto:info@dcmf.com)**

We will continue to accept applications until the position is filled. We will start interviewing candidates on October 14.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.