



JOB POSTING

Operations and Programs Coordinator

Application Deadline: October 14, 2024 or until filled

Location: 802 3rd Ave, Dawson City, Yukon

Start Date: November 4, 2024

Term length: 14 month contract Nov 2024-Dec 2025 (inclusive), with the possibility to renew, pending funding

Hours: 24 hrs/week (3 days), increased to 40 hrs/week (5 days) between May 12-Aug 15. Some evening and weekend work will be required.

Compensation: \$30.00/hour

Benefits: The OPC is eligible for basic coverage through the Chamber of Commerce Group Benefits plan.

Reports to: DCMF Executive Director

THE OPPORTUNITY -

Dawson City Music Festival Association is seeking an **Operations and Programs Coordinator (OPC)** to support its year round operations and activities. This is your opportunity to help shape the next chapter of one of the Yukon's most beloved music organizations and learn what it takes to present world-class music in a professional context.

Working in a highly collaborative environment, the OPC is responsible for a wide range of administrative and production tasks towards the successful presentation of the 47th Dawson City Music Festival (July 18-20, 2025), the 20th anniversary edition of our Songwriter in Residence program, the development of our new recording studio, and our year-round public programming.

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!

POSITION DETAILS -

ELIGIBILITY CRITERIA

- All applicants must be legally entitled to work in Canada.
- While occasional remote work may be possible, the OPC is expected to work in-person at the DCFM Offices located at 802 3rd Ave in Dawson City, Yukon.
- Criminal Record Check with vulnerable sector screening is required during contracting.

DUTIES AND RESPONSIBILITIES

PRODUCTION

- Assist with contracting and advancing of DCMF artists
- Help coordinate box office, merchandising and Front of House operations at DCMF events
- Provide support for DCMF committee heads and volunteers involved in Festival production
- Create and manage production timelines and schedules
- Rent, purchase and organize equipment and supplies; organize and schedule deliveries, pickups and returns
- Work with the Executive Director to secure licenses and permits for presentations and events

ADMINISTRATION

- Assist with monthly bookkeeping and financial reconciliation
- Collect statistics and relevant data during DCMF events and programs, including the collection of patron data
- Assist in the preparation of grant applications and reports to funders
- Help maintain digital and physical filing protocols, including DCMF's Google Drive

OPERATIONS

- Help develop and maintain studio booking policies and procedures.
- Assist with the maintenance of DCMF rental assets and the delivery of DCMF rental programs.



- Help develop and implement an Operations Plan for DCMF facilities
- Maintain and upgrade relevant software and subscriptions required for booking, sales and program enrollment

COMMUNICATIONS

- Monitor and respond to incoming communications
- Assist in the development and execution of DCMF's marketing and communications strategy
- Assist with note taking during meetings and disseminate agendas and minutes, as required
- Assist with the creation of content and copy for DCMF's social media platforms and website.

And other tasks, as required.

EXPERIENCE, SKILLS AND ABILITIES

THE SUCCESSFUL CANDIDATE WILL

- Be passionate about music and the arts.
- Have experience producing, organizing, or leading events and programs, or have other relevant production or administrative experience.
- Have experience working in Google Suite (Gmail, Drive, Docs, Forms and Calendar), Zoom, Microsoft Office Suite, and other standard office applications.
- Experience using social media platforms (Instagram, Facebook, etc.)
- Be able to follow direction and work plans, take initiative, and work with confidence, independence, and urgency.
- Be quick-thinking and a calm, resourceful problem solver.
- Be detail-oriented, highly organized and self-motivated.
- Have excellent time management skills - comfortable working to multiple deadlines in a fast-paced environment.
- Have strong verbal and written communication skills (including excellent phone and email etiquette).
- Be able to work with a broad demographic of people and be highly diplomatic with strong inter-cultural competencies.



OTHER ASSETS INCLUDE

- A valid driver's license
- The ability to lift up to 40lbs
- Knowledge and understanding of professional arts practice
- Familiarity with Wordpress and Canva
- Be familiar with the needs and idiosyncrasies of Dawson City and/or the realities of operating 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

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.