Executive Director Job Posting

Dawson City Music Festival

The Dawson City Music Festival (DCMF) is seeking a Executive Director based in Dawson City, Yukon to join our team.

Position summary:

Reporting to the Board of Directors, the Executive Director (ED) provides strategic leadership for all aspects of DCMF, including creative direction, operations, financial oversight, and community engagement. As the sole year-round full-time staff member, the ED works with seasonal and part-time staff, volunteers, and the Board to deliver programming and maintain operational excellence. The ED also oversees Goldensides Studio as a year-round creative hub.

(For more information on the scope of duties and responsibilities, please review the detailed job description below.)

Terms of employment:

- The contract is for **35 hours per week, starting immediately** and going until **October, 2027**, with possibility to renew.
- The salary for this position is **$60,000.**
- DCMF employees receive 4% vacation pay on gross wages, provided in the form of **two weeks of paid leave** annually.
- DCMF employees have access to **Group Benefits.**

About DCMF:

The Dawson City Music Festival Association (DCMF) is dedicated to presenting high-quality, diverse musical experiences in the rural northern town of Dawson City, Yukon. Our mandate is to offer “something for everyone,” while contributing to the quality of life and cultural economy of Canada’s North. We support Dawson’s strong culture of volunteerism, community spirit, and civic life; advocate for the development of the local, regional, and national arts sector; and seek to meaningfully engage with the diverse communities of Dawson City and the Yukon.

About the Hiring Process:

- Candidates will be assessed by the Hiring Team consisting of Board Members sitting on the HR Committee.
- During the hiring process, a review metric shall be created that aligns directly with the duties and responsibilities outlined in the Executive Director Job Description. This review metric will be used to determine the suitability of all candidates.
- All candidates who submit an application shall be notified if they were not successful in moving forward for an interview before the successful candidate is announced. All candidates who participate in an interview and are not successful shall be similarly notified.
- Additionally, all candidates who are being seriously considered following an interview:
    - may be asked to complete an assignment to demonstrate their skills;
    - will be asked to provide a minimum of three professional references who can speak to their suitability for this position.

How to Apply:

- **Application deadline:** February 6, 2026
- Candidates are asked to provide a **resume and cover letter** sent via email to **hr@dcmf.com.**
- In their cover letter, applicants should speak to:
    - Their suitability in relation to the duties and responsibilities outlined in the job description, as this information will be used to assess applications against the review metric.
    - Their connection to the Yukon, including how their professional and lived experience could contribute to this role, and how their values align with the values at DCMF.

Equity & Inclusion Statement:

DCMF is committed to equity, diversity, and inclusion in all aspects of its work. We welcome applications from candidates of all backgrounds, including Indigenous peoples, people of color, women and gender-diverse people, people with disabilities, and LGBTQ2S+ individuals.

JOB DESCRIPTION

DCMF EXECUTIVE DIRECTOR

Location: 802 Third Ave, Dawson City, Yukon
Start Date: as soon as possible
Term length: until October 2027 with possibility to renew
Hours: 35 hrs/week
Compensation: $60,000 annually
Reports to: DCMF Board of Directors

JOB SUMMARY

Reporting to the Dawson City Music Festival Association (DCMF) Board of Directors, the Executive Director (ED) provides strategic leadership for all aspects of the organization, including creative direction, operations, and long-term planning. Working in close collaboration with the Board — which offers both support and oversight — the ED guides the festival's vision while overseeing day-to-day administration, financial management, marketing, community engagement, and organizational development. The ED also oversees the continued growth of Goldensides Studio, DCMF's recording studio and creative hub, supporting its role as a year-round space for artistic creation and community connection. As the organization's sole year-round full-time staff member, the ED leads programming and operational management throughout the year, working alongside part-time and seasonal staff during key periods.

The ED supervises seasonal staff, oversees fundraising, and manages facilities and assets. As the public face of the organization, the ED plays an active leadership role within Dawson City's arts community and beyond, and is a champion of equity, diversity, inclusion, and anti-racism.

The ED works closely with the Board of Directors while also operating independently for extended periods. The position is based in Dawson City, Yukon; remote work arrangements may be considered in consultation with the Board.

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 Gerties. 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, generous Klondike hospitality, and the best concerts north of 60°!

In 2025, DCMF opened a public facility, including a professional recording studio, in Dawson’s historic townsite, 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.

MAIN DUTIES & RESPONSIBILITIES

Programming (Festival & Year-Round Events)

- Provide the annual Dawson City Music Festival within a fixed budget. Duties include, but are not limited to: booking performers, coordinating travel, event promotion and advertising, managing ticket sales, performance and soundcheck scheduling, liaising with community partners and sponsors, providing instruction to volunteer committees, working closely with the Technical Director to ensure a smooth and safe technical execution of the festival.
- Oversee DCMF’s annual Artists-in-Residence programs in addition to programming off-season performances and producing various fundraising events.
- Oversee the educational and outreach programming at Goldensides Studio, including training programs in the digital recording arts. The ED will continue to integrate Goldensides into the programmatic and operation framework of DCMF.
- Research northern, Canadian, and international performers; maintain and build relationships and connections with various agents and associations as well as the Yukon music community.
- Participate in regional, territorial, and national industry opportunities as available (i.e. industry events, conferences, juries, etc).
- Develop and foster the highest standard of creativity, collaboration, and inclusion; ensure that DCMF programming represents and is accessible to a broad and diverse community.

Operational Management

- Day-to-day operations including but not limited to: frontline communications, mail management, maintaining regular office hours, and staff management and support.
    - Management of staff includes managing timesheets, benefits, performance reviews, exit interviews, etc.
- Management of DCMF’s social media and online presences using pre-approved branding to reach and engage new and diverse audiences with support of the

Programming Coordinator and other DCMF staff; act as the Association's media representative in most cases.

- Maintain a strong and effective working relationship with the DCMF Board of Directors, meeting regularly with the Board.
- Hire and manage seasonable staff, and oversee 50+ festival-related volunteer committees (with approximately 250 volunteers supporting the summer festival)
- Negotiate and manage partnerships with the community organizations such as Tr'ondëk Hwëch'in, Parks Canada, Klondike Institute of Art and Culture, Yukon Arts Centre, City of Dawson, and more.
- Ensure the Association is in good standing with various licensing bodies (Corporate Affairs, Yukon Liquor Corporation, Yukon Government Professional Licensing and Regulatory Affairs, City of Dawson, etc); manage DCMF's permits, insurances, and obligations to these bodies.
- Oversee the Associations membership base, contribute to Annual General meetings and engage with the membership in conjunction with the Board as required.
- Create, develop, and enforce policies and procedures in line with the Association's vision to mitigate risk and ensure community and organizational safety.
- Provide fiscal, operational, and administrative excellence.
- Maintain all of DCMF assets and facilities, including maintaining Goldensides Studio as an accessible public asset.
- Develop DCMF's space and gear rental programs.

Financial Management

- Creation and oversight of annual operating budget of approximately $700,000.00.
- Work closely with both the Treasurer and Bookkeeper to ensure financial transparency and sustainability.
- Secure and manage multi-year operational and project-based funding including: grant application and submission, project execution, and timely reporting in accordance with TPA and funding agreement requirements; seek new sources of income for the Association.
- Generate and steward relationships with local, territorial, and national government agencies, granting bodies, sponsors, and donors.
- Maintain sponsorship programs and develop corporate and individual sponsor relationships in collaboration with the board of Directors.
- Oversee inventory and rentals of the Association's assets, including tents and sound equipment.

Key Relationships

Board of Directors	Receive direction, discuss and resolve problems, collaborate on long term
General Membership	Report on activities at AGM, interact with transparency and respect.
Bookkeeper	Ensure all materials necessary for producing financial statements account and receivable are delivered.
Artists and Agents	Negotiate terms of hire, contract and program, prevent and resolve issues
Support Staff	Assign duties, supervise, and mentor.
Other Arts Agencies	Learn about potential acts and funders, occasionally work on joint booking marketing projects.
Sponsors	Negotiate terms of support, ensure that obligations of the Association are conjunction with Sponsorship Coordinator.
Funders	Request funds, ensure terms of contribution agreements are met, provide and timely reporting.

Direction / Decision Making

The Board of Directors establishes general goals, objectives, and expectations for this position. Once projects have been approved, the Executive Director is responsible for managing the day-to-day requirements to ensure completion of defined projects within budget limitations. The ED is expected to regularly make decisions that affect their own work routine as well as the direction of the organization as a whole.

Impact & Accountability

The organization seeks to represent the diversity of cultures that make up the community we represent. The ED is responsible for acting in a manner consistent with these values. The ED is responsible for reporting at all Board of Director meetings on all activities pertaining to the DCMF Association. As the sole year-round full-time staff member of DCMF, the ED's impact is substantial. Ongoing communication between the ED and the Board is expected and crucial to the success of DCMF and to the ED's employment. Failure to disclose information of failure to complete required tasks without advance notice to the Board may have a negative impact on the ED's employment and will be addressed by the Board. The organization is small and its longstanding history comes with great responsibility - every effort must be made by both the ED and the Board to maintain DCMF's positive reputation and relationships. Accountability between the ED and the Board supports this work and is intended to provide the ED with support and supervision as required.

Positions Supervised

The ED is required to supervise part-time and seasonal staff, as well as key volunteer positions. These positions include part-time administrative staff and student summer workers, as well as key volunteer committee heads for the summer festival.

Working Conditions

This position is located primarily in an office environment, with community involvement including travel outside the community. The ED must be willing to work flexible hours, including some evenings and weekends, and long hours during the festival weekend and in advance as needed. The ED is responsible for their time management and time in lieu will be negotiated with the Board regarding overtime as a result of festival production. The ED will notify the Board of accrued lieu when it amounts to 40 hours and may not surpass that amount without approval. The ED will enjoy the DCMF building (constructed in 2022) located centrally in Dawson City, YT, with unlimited high-speed internet. Remote work options can be discussed with the Board and will be determined by annual programming.

*Minimum Experience**

*(*Experience may be gained through formal or informal education and training, paid or volunteer work, and/or community organizing or activism)*

- Experience in managing a performing arts or creative organization, or other similar experience.
- Knowledge and experience in the non-profit sector; demonstrated experience working with and reporting to a Board of Directors.
- Familiarity with public funders; experience with funding applications and reports.
- Experience in project management and event management.
- Working knowledge of basic financial management tasks (budgeting, basic bookkeeping), and experience managing a budget.
- Ability to organize and prioritize a wide number of competing responsibilities in a deadline-sensitive environment.
- Knowledge surrounding social media and a variety of marketing approaches.
- Solid understanding of the business side of festival production, including producing, marketing, ticket sales, pricing, and artist relations.
- Demonstrated leadership experience supporting and guiding others, including staff, volunteers, or community members.
- Dedication to meaningful engagement with Yukon First Nations, as well with groups and communities that enable DCMF to better serve and support the Yukon's diverse population.
- Currently living in Dawson City, Yukon, or willing and able to relocate.

Preferred Experience

- Class 5 Driver's License, with clear driver's abstract.
- Familiarity with software and programs including Google Suite (Gmail, Sheets, Docs, Slides, etc), Zoom, Adobe Acrobat, Canva, Wordpress, Tickit, Quickbooks, Square, and Stripe.
- Excellent written and verbal communication skills, including representing the organization internally and externally.
- Progressive leadership skills grounded in ethical and effective nonprofit management practices, with commitment to shared and informed co-leadership.
- Ability to work collaboratively within an anti-oppressive, inclusive, and cross-cultural framework.
- Knowledge of human resources policies and practices, including supervision, work planning, time management, performance reviews, professional development, and managing workplace dynamics.
- Familiarity with the Dawson City community, including local resources and Tr'ondëk Hwëch'in culture.
    - Experience supporting Indigenous reconciliation initiatives.

Conditions of Employment

- Mandatory confidentiality is a condition of employment. Failure to meet this requirement could result in dismissal.
- Criminal Record Check with vulnerable sector screening.

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