

## Job Title: Mobile Production Studio Program Coordinator

The Mobile Production Studio provides youth with opportunities to collaborate with professional musicians and music producers during 1-week residencies, empowering youth to explore creative communication and share their voices.

The **Mobile Production Studio Program Coordinator** supports schools, communities and artists in the co-creation, planning and implementation of the N'we Jinan Mobile Production Studio. The Mobile Production Studio Program Coordinator works closely with the inPath Educational Consultants, the Director of Programming and the Co-Executive Director of Outreach and Partnerships. They report to the Director of Programming.

### Key Logistics Details

**Ideal Start date:** December 7, 2020

**Hours:** 40 hrs/wk (includes paid lunch hour).

The majority of communities in this program are located in Western Canada. Candidates must be able to work on Pacific Standard Time during regular office hours, 9am - 5pm PST.

Work volume fluctuates, with periods of greater demand on time than others. Early morning, evening and weekend work is sometimes required.

**Remote working:** For this position, employees may have the option to work remotely. Please identify if this is an option you would like us to consider.

**Contract length:** One year contract with a possibility to renew; 3-month probationary period

**Base Salary:** \$56,160.00 with a salary review once per year.

**Benefits:** Group health insurance; monthly cellphone contribution; and 2-weeks paid vacation per year.

**Hiring Process:** Applications are due **November 8th at 11:59 pm EST**. Interviews will take place between **November 18th-20th**. Only candidates chosen for an interview will be contacted.

**Candidates must be available to attend a Virtual Training Week at the beginning of January 2021.**

#### To apply:

- 1) Fill out our [application form](#) (instead of writing a cover letter)
- 2) Email a PDF copy of your resume/CV to [workwithus@inpath.ca](mailto:workwithus@inpath.ca) Please name your document by Position\_Last name\_First name. Do not include any other information in the file name. **Example: MPSPProgramCoordinator\_Chan\_Mary.pdf**

The subject line of your email should match the file name.



1001 Lenoir, Suite B-218, Montreal, Quebec, H4C 2Z6

### **About inPath:**

[inPath](#) is a learning organization that designs and delivers arts-based programs alongside Indigenous communities for Indigenous youth.

We are based in Montreal but our programs are delivered from coast to coast. We're rooted in a start-up culture—we've grown quickly, from the ground up, in just over five years! We value emergence and flexibility. Our commitment to systems change through the arts means that we think creatively, value curiosity, and are not satisfied with the status-quo. We are committed to transforming oppressive processes and systems in order to create a world where all learning sparks joy, encourages curiosity, and promotes agency.

As a learning organization, we offer professional development opportunities for our staff to grow within their positions and bolster their skill sets on the job.

### **Our Work Environment:**

Working as part of the [core inPath team](#) means joining a group of 20+ employees committed to learning and creativity. It also means joining a network of 40+ artists and 500+ youth who are building strength-based narratives through creativity. Our environment is:

- Hierarchical, support-based, and highly collaborative;
- Primarily English-speaking;
- Fast-paced—we are a dynamic, nimble, high-performance team;
- Guided by collectively developed group norms that focus on well-being; and,
- An open-concept office space.

**Note on remote working during COVID-19:** The health of our staff is of the utmost importance. We are taking the necessary precautions needed to prevent the spread of COVID-19 to ensure the safety and well-being of our staff. Currently the majority of our team is working remotely. The obligation to travel will resume when safe to do so.

## **Key Responsibilities:**

### **Developing and delivering N'we Jinan Mobile Production Studio projects with schools & communities**

- Supports the Director of Programming in developing and delivering the Mobile Production Studio;
- Works alongside schools to prepare for the Mobile Production Studio;
- Ensures the scope of the project corresponds to community needs, including program deliverables and timelines;
- Builds and maintains rapport with school & community contacts throughout the duration of the year; and,
- Maintains contact with each school leading into the N'we Jinan Festival & Youth Conference.

### **Supporting artists in the delivery of the Mobile Production Studio**

- With the Director of Programming, creates program itineraries for artists based on geographical locations, school requests, artist availabilities & budgets;
- Works with the Travel & Logistics Coordinator to create travel itineraries and ensure bookings for artists;
- Communicates with artists to ensure they are prepared for their projects/work in communities; and,
- Communicates with artists throughout the project and supports artists in their deliverables and project wrap-up.

### **Supporting N'we Jinan Music Events**

- Supports the Co-Executive Director of Outreach & Partnerships with conceptualization & realization of N'we Jinan Youth Album Project;
- Supports the logistics of the Youth album project launch party at the N'we Jinan Festival & Youth Conference (ie, booking venue, scheduling meetings, creation of event program, connecting with collaborators, timeline management); and,
- Supports the Artworks Team with the logistics of the Music Entrepreneurship Lab (ie, booking venue, scheduling meetings, creation of event program, connecting with collaborators, timeline management).

### Promotes inPath programming to encourage community up-take

- Communicates with school administration about project highlights and success;
- Encourages involvement of school administration in workshops / project space (e.g., invites administration to celebration events and to pass by classroom when available);
- Ensures that schools & communities have promotional materials to support student recruitment and retention;
- Supports the teachers/schools in developing their plans for presenting programming work to the school body; and,
- Supports Co-Executive Director of Outreach and Partnerships on the promotion and dissemination of N'we Jinan Mobile Production Studio content.

### Collecting feedback and data from users to ensure program responsiveness

- Alongside the Director of Programming and Head of Organizational Process, designs, develops artist & school debriefs;
- With the support of the Head of Organizational Process Design, collects formal and informal feedback at the end of the project;
- Contributes concrete feedback about work with artists to the Director of Programming for the artist reviews; and,
- Conducts debrief sessions with artists and school reps about the success of programming.

### Connecting about yearly work-plan targets

- Connects with the Director of Programming quarterly to review, adjust, and discuss targets and outcomes of their work-plan.

### Nurturing of inPath Community

- Ensures content is accessible and guided by the needs of the audiences we are engaging with and align, when possible, with best accessibility practices;
- Promotes safety, accessibility, anti-racism and anti-oppression in the workplace;
- Participates in the implementation of inPath's training week & celebration events;
- Commits to professional development in key areas to build their skills and capacity; and,
- Stewards the work environment as a space of connectivity and respect.

### **Experience/Skills:**

We recognize the value of both paid and unpaid work. For this job, you should have **some or all** of the following experience and/or skill sets:

- A degree and/or certificate in a field that relates to the necessary experience, skills and qualities of this position and/or 2-5 years of on-the-job experience in a similar position;
- Facilitation experience, specifically for music/production programming;
- Experience implementing educational/learning programs;
- Experience designing program tools and resources;
- Knowledge of history and current realities of Indigenous Peoples in Quebec and across Canada;
- Experience working with Indigenous people in a culturally safe manner;
- Adept at developing new partnerships/relationships;
- Ability to assess and synthesize stakeholder needs;
- Comfortable with creative problem solving;
- Ability to give and receive critical feedback in an open, generative way;
- An organized, detail-oriented approach with excellent time-management skills; and,
- Comfortable working with Google Drive and other digital platforms;

### **Qualities:**

We recognize that everyone brings different qualities to their work. For this position, you should have **some or all** of the following:

- Collaborative worker;
- Curious, risk-friendly;
- Adaptable, willing to learn;
- Creative thinker;
- Direct communicator; open to feedback (giving/receiving);
- Non-judgemental; ability to relate to a variety of personalities;
- Works well with emergence and change; and,
- Comfortable with fluctuating timelines and varying intensity of workloads.

### **Additional Assets:**

- Multilingualism (French/English/Indigenous languages);
- Informal or formal relationships to art-making or other creative processes; and,
- Experience working with and/or living in Indigenous communities.

### **Accessibility:**

Our building is not wheelchair accessible. As we are in a shared building, we cannot guarantee a scent-free space, although our specific office has a scent-reduced policy. If you have any specific questions relating to accessibility, please email [workwithus@inpath.ca](mailto:workwithus@inpath.ca).

### **Everyone at inPath is committed to:**

- Their own learning and development;
- Caring, reciprocal relationships;
- Un/learning our colonial history and present-day systems of oppression;
- Our vision, mission and values as lived in the day-to-day;
- Anti-oppression and anti-racism practices and pedagogies;
- Systems change in education and learning, from the inside out;
- Deeply collaborative work;
- Creative problem solving; and,
- An open, generative approach to giving and receiving feedback.

### **Benefits of working with inPath:**

- We offer flexible work hours;
- Our team is committed to building an inclusive, open learning environment;
- We love office snacks;
- Our office is filled with plants;
- We are invested in learning and teaching;
- We are committed to systems change; and,
- We are a young social purpose organization that encourages intrapreneurship and intentional, innovative thinking.



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## Our Hiring Process:

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**Selection process:** Only candidates chosen for an interview will be contacted. Interviews will take place between **November 18th-20th.**

**Employment equity:** inPath values the contributions that individuals who identify as members of marginalized communities bring to our organization. We encourage, among others, Black, Indigenous people, and People of Colour, people with disabilities, people that identify as 2SLGBTQI, women, formerly incarcerated or institutionalized people, immigrants, and people from working-class backgrounds to apply. We understand applicants may experience a number of these identities simultaneously in ways that reinforce and nuance their experience. We are committed to creating an organization that is as diverse as the communities we serve. **If you would like to be considered for employment equity, you can let us know in your application form and it is not required that you explain why you would like to be considered.**

**Your story is your strength and we look forward to hearing from you!**