



2205 Victoria Avenue
Regina, SK S4P 0S4
Phone: (306) 551-2263
www.saskband.org

Saskatchewan Band Association

is accepting applications for the following position:

Program Coordinator

The Saskatchewan Band Association (SBA) is accepting applications for our **Program Coordinator position**.

The SBA is the provincial organization for band (e.g. concert band, jazz band) related activities. A non-profit, charitable organization, the SBA's vision is for a province that enriches lives for all its people and develops leaders, achieved by engagement in musical excellence through high-quality band opportunities.

Reporting to the SBA Business Development Manager, the Program Coordinator will be responsible for high-quality and effective development, administration and delivery of SBA's programs and events, in furtherance of the overall direction set by the SBA Board of Directors. Well connected in the music field, the Program Coordinator will help establish and work closely with SBA program volunteer teams to grow SBA programs throughout Saskatchewan.

Duties

- Administer, deliver, and expand the SBA's program offerings (including but not limited to the Junior and Intermediate Honour Band program, SBA Band Camps and the Saskatchewan Music Conference)
- Develop and maintain relationships with members, partners and stakeholders (e.g. SaskCulture, other provincial band associations, other Saskatchewan music associations) to further the development and awareness of SBA programs. This will require some travel throughout Saskatchewan.
- Contribute to the development of strategic and annual plans, budgets and grant submissions. Provide program related reports as needed throughout the year.
- Continue to build on SBA's efforts at diversity and further engage First Nations, Métis and New Canadians and their communities in SBA programming
- Maximize SBA resources and reach in part by encouraging involvement and engaging volunteer teams in program planning, development and delivery
- Professionally represent the Association at all times, enhancing the organization's profile in the community



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Required Qualifications, Knowledge and Experience

- Completion of a post-secondary degree in Music, Arts, Arts Education, or related field, or an equivalent combination of education and experience
- Well-developed knowledge of program development and delivery as well as project management techniques and tools
- Experience in the band field is desirable
- Experience in working with not-for-profit organizations is desirable
- Experience in event management would be an asset
- Proven strong written and oral communications skills
- Strong interpersonal skills
- Demonstrated ability to work independently as well as part of a team
- Demonstrated strong computer and research skills
- The successful candidate will be able to provide, and maintain, a clean driver's abstract and criminal reference check

Conditions

- The Program Coordinator position is a full time (35 hours per week) position
- Salary range: \$48,000 - \$55,000 per annum
- **Proposed job commencement: September 5, 2017**

To apply (in confidence)

- Please send a current resume and cover letter, which should address your suitability for the post as related to the above duties, as well as the required qualifications, knowledge and experience
- Please also provide the SBA with the names and contact information of two referees
- E-mail applications only (address below)
- Only applicants selected for an interview will be contacted

Application Deadline: 12:00 PM, August 18, 2017

Apply To: Suzanne Gorman, Business Development Manager - Saskatchewan Band Association

email: saskbandadmin@sasktel.net

The SBA is committed to an employment and volunteer system that provides equality of opportunity and which leads to equality of results for individuals from designated groups including Aboriginal people, people with physical/ mental disabilities, members of visible minority groups and women in management.