



Codes d'accès

**ARTISTIC DIRECTOR, CODES D'ACCÈS
PART TIME**

ABOUT CODES D'ACCÈS

Codes d'accès (Codes), is a production platform entirely dedicated to emerging artists of the Montréal new music scene. The organization fulfills its mission by producing audacious concerts of top quality, representing diverse trends of musical creation, and guaranteeing strong artistic experiences for its audience.

Codes d'accès empowers emerging artists to bring their ambitious projects to the stage within an annual production season, affording them the appropriate context to explore and create. From submitting an initial proposal to its final realization, Codes was created to ensure a rewarding professional mentorship and opportunity for artistic, technical and financial support.

Codes d'Accès is established in Montréal as an essential part of the new music scene, both for emerging artists and for the greater public. Values of inclusion and openness lay at the fundamental core of the organization. Codes is a platform to share, collaborate and exchange between artists, the public and the contemporary artistic milieu, in order to participate and strengthen Montréal's rich artistic community.

JOB DESCRIPTION

The Artistic Director of Codes d'accès reports to the Board of Directors, which delegates the supervision and production of the organization's global artistic activities. Working alongside the Executive Director, the Artistic Director is integral to the design and execution of Codes d'accès' artistic programming.

This part-time position is available as soon as possible. This position is created as a hybrid work week schedule, with a minimum of 13 flexible hours per week. Regular attendance is required for optimizing teamwork and administration and for all Codes d'accès' productions and events.

WORK CONDITIONS

- Application deadline: February 3, 2023
- Starting date: as soon as possible
- Schedule: 13h/week, flexible
- Hybrid work environment. Office presence required for in-person team meetings and during the events
- Salary: \$27 to \$30 per hour, depending on experience—status to be discussed
- Holidays: four weeks/year

Send your cover letter along with your C.V. to the email address

recrutement@codesdaccès.org

Only the people selected for an interview will be contacted.

JOB DESCRIPTION

- Ensure compliance with the organization's mission, vision and directions;
- Coordinate the Call for Projects (Portal);
 - Develop the various components, in collaboration with the Executive Director;
 - Prepare the differing Portal components;
 - Distribute the Call, in collaboration with the Communication Officer;
 - Consolidate the received project proposals;
 - Convene meetings with the Artistic Committee, hereinafter referred to as "CArt", and act as chair of the jury during the Portal evaluation process;
- Develop the artistic season in collaboration with the Executive Director and the Communications Officer, following the CArt's recommendation proceedings;
- Animate CArt activities throughout the year;
- Write texts on artistic activities for the use and purpose of the Executive Director and Communications Officer;
- Act as production coordinator to ensure the technical logistics and management of activities:
 - Rehearsal, hall and venue rentals;
 - Technical riders for artists and venues;
 - Supervision during productions, including technical installation;
- Act as liaison between Codes d'accès and artists, including necessary follow-up of the artistic projects;
- Represent the organization on various occasions and uphold its mission and values;
- In collaboration with the Executive Director:
 - Participate in the writing of grant applications;
 - Work towards the general planning of the activities, including the development & implementation of the season's timeline and schedule;
 - Participate in the development of partnerships and private fundraising activities;
 - Carry out promotional and membership recruitment activities, especially for membership recruitment and renewal on the CArt;
- Conduct evaluations and collect statistics on activities;
- Produce an annual artistic report, to be presented at the annual general assembly each Fall.

REQUIREMENTS

- Be an active member of the musical community;
- Have 10 years of experience in music, relevant to contemporary, modern and/or emerging practices, including years of study;
- Be familiar with the technical needs of event productions, especially those related to sound;
- Ability to develop a discourse on the different practices in contemporary music;
- Knowledge of the aspects of a call for project
- Fluency in written and spoken French and English;
- Good knowledge of social medias is an asset;
- Have familiarity with the musical and academic institutions in Montréal;
- Familiarity in audiovisual editing is an asset;
- High organizational skills;
- Community leadership ability;
- Ability to communicate in public.

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