

Jeunesses Musicales Canada

Jeunesses Musicales Canada (JMC) is a team of music enthusiasts surrounded by a multitude of artists and creators, actively participating in the vibrant artistic life of its Maison André-Bourbeau, a historic building located directly on Mont-Royal Avenue in the heart of the Plateau.

As a non-profit organization, our mission is to spark a love for classical music among diverse audiences by enabling young professional musicians to develop their careers through direct engagement. Through these encounters, we aim to make classical music a part of everyday life by giving young talents the role of passion igniters.

We are currently seeking a:

Development Officer for New Brunswick

Job Description

As the Development Officer for New Brunswick, your work will focus on achieving objectives to support the provincial branch of Jeunesses Musicales New Brunswick (JMNB) and its initiatives. You will be responsible for fundraising, supporting JMC Chapters' volunteers, managing communications for the corporation and its Chapters, and coordinating provincial activities, among other tasks.

Under the supervision of the General and Artistic Director of JMC and in collaboration with the JMNB President, your responsibilities will include:

Support for JMNB Corporation

- Maintain relationships with JMC, the JMNB Board of Directors, and JMC Chapters' volunteers in New Brunswick.
- Handle administrative follow-ups for JMNB board meetings (invitations, meeting organization, minutes).
- Prepare the triennial grant application and annual reports for the New Brunswick Ministry of Culture and JMNB.
- Coordinate the JMNB Annual General Meeting (AGM).

Support for JMC Chapters

- Assist JMC Chapters' volunteer in New Brunswick in achieving their goals in areas such as:
 - Developing local projects;
 - Establishing or maintaining contacts with schools and preschools.

Communications

- Produce and distribute provincial publicity for JMNB activities and those of the JMC Chapters in New Brunswick.

Fundraising

- Seeking grant opportunities, donations, and sponsorships (writing applications, progress reports).

Development

- As part of JMC's overall planning for New Brunswick and the Maritime provinces, collaborate with the Development Manager and the JMC team to:
 - Assist in recruiting and training facilitators to promote music workshops for young audiences.
 - Develop the distribution of youth concerts.
 - Help organizing music mediation workshops led by the artists from the JMC concerts on tour.
 - Contribute to the development of the network and the sale of JMC touring concerts.
- Ensure an annual presence and host a JMC/JMNB promotional booth at the FrancoFête en Acadie and other relevant conferences.
- Attend weekly meetings with the JMC team in Montreal.

Requirements

- University degree in communications, marketing, arts management, or a combination of education and equivalent professional experience in music.
- Experience in a cultural organization in a similar role.
- Excellent spoken and written French and English.
- Proficiency with Microsoft 365, database usage, and adaptability to new software.
- Good knowledge of the classical music cultural scene and the performance market (New Brunswick, Prince Edward Island, and Nova Scotia);
- Valid driver's license.

Skills

You are honest, courteous, and diplomatic, with excellent communication and business relationship skills. Detail-oriented and meticulous, you interact tactfully with clients, artists, and the JMC network. You are proactive, a team player, and able to work under pressure. You have strong planning, organizational, and prioritization skills. You are familiar with the administrative realities of cultural organizations and capable of managing a heavy workload and irregular hours.

Start Date: July 7, 2025

Part-time: 15 to 20 hours per week

Competitive salary based on education and experience (between \$25.80 and \$32/hour)

One-year contract with possibility of renewal

Please do not call.

Submit your application with a cover letter and resume by Friday, June 20 to:

Danièle LeBlanc
General and Artistic Director
Jeunesses Musicales Canada
305 Mont-Royal Avenue East
Montreal, QC H2T 1P8

By email: info@jmcanda.ca

Only selected candidates will be contacted. Selected candidates must be available for an interview on July 3 and 4.