

Jeunesses Musicales Canada

Jeunesses Musicales Canada (JMC) is a talent incubator that boosts the careers of the finest emerging musicians and helps bring classical music to audiences of all ages.

Do you want to spark a passion for classical music among diverse audiences while helping young professional musicians develop their careers? Join our organization!

Working at JMC means joining a team of enthusiasts who surround themselves with a multitude of artists and creators, taking part in the ongoing whirlwind of artistic activity in Jeunesses Musicales Canada's André Bourbeau House, a historic building located right on Mont-Royal Avenue, in the heart of the Plateau.

We are currently seeking a:

Young Audience Concerts Coordinator – Schools and Tours

Reporting to the General and Artistic Director, your main responsibilities will be:

Young Audience Concert Sales

- Handling sales of young audience concerts targeting various JMC clienteles—mainly dealing with presenters, schools and preschools in Montreal, and concert tours outside of Montreal and throughout Canada.

Young Audience Development Support

- Supporting and collaborating with the Head of Development in seeking new clients:
 - Actively helping with the development of young audience markets by region.
 - Keeping abreast of requests from the milieu and conveying them to the artistic team.
 - Participating in the young audience team's decision-making process.

Logistical Coordination

- Ensuring that sales are delivered as defined in the initial contracts with the clients.
- Monitoring every step of the sale of an activity, the payment of artist fees, reports, and statistics.
- Serve as the primary point of contact for stakeholders (artists, presenters, technicians, etc.), as needed;
- Support the Youth Programming Design and Production Manager by assisting with the maintenance of sets and costumes, helping coordinate the logistics of special events, and providing administrative support for youth concerts.

Representation

- Taking part in presenter networks' meetings (RIDEAU, ROSEQ, etc.).
- As required, ensuring a JMC presence as an official representative among various organizations or at events.

Qualifications

To meet this challenge, you will need to have a serious background in music and experience in the sale and teaching of classical music. You have 2 years of experience in a cultural organization, including at least 12 months in a sales/representation position. You have a perfect command of Microsoft Office suite, are bilingual, and are proficient in written and spoken French. You have a very good knowledge of the distribution network in Quebec, Ontario and the Maritimes. Presenters' markets, as well as professional associations of educators, schools, and early childhood education centres, are part of your professional network

Profile

You are a person of integrity, courtesy, and diplomacy, with strong communication and business relationship skills. You are able to negotiate agreements while considering the needs and interests of all stakeholders. Loyal and discreet, you possess strong analytical abilities that allow you to assess situations and challenges effectively. Detail-oriented and rigorous, you are valued by both internal and external clients for your professionalism, tact, and interpersonal skills. A proactive team player, you excel at planning, organizing, and prioritizing work. Adaptable and able to perform in a fast-paced environment, you are familiar with the administrative realities of cultural organizations and capable of managing a demanding workload during peak periods, including occasional irregular working hours.

Employment start date: July 27, 2026

Full-time (35 hours / week)

Contract – indeterminate term

Salary (competitive with other organizations in the milieu) plus benefits

Please do not call. Submit your application, including a cover letter and curriculum vitae, by July 2, 2026, at 5 pm, to the attention of:

Ms. Danièle LeBlanc
Jeunesses Musicales Canada
305 Mont-Royal Avenue East
Montreal, QC, H2T 1P8

By email: aboulangier@jmcanada.ca

Only successful applicants will be contacted. Selected candidates must be available for an interview on June 10 and 11, 2024.