

New

Ministry

Arts, Culture and Status of Women

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Music Commissioner

Requested Class

Job Focus

Operations/Program

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

CCDSW, Cultural Industries

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Executive Director, Cultural Industries, the Music Commissioner role is the first of its kind in Canada and will act as the provincial government music industry expert.

The role is responsible for leading the implementation of the newly launched and Cabinet endorsed Alberta Music Action Plan and developing and delivering strategic initiatives that amplify Alberta's music industry and deliver on the Minister's mandate to grow Alberta's music sector.

The Music Commissioner will act as the provincial expert, key liaison, advocate and strategist to position Alberta's music sector for immediate and long-term growth.

The role is responsible for fostering collaboration between government, industry stakeholders, and communities, with a goal of measurable economic and cultural impacts.

Working with the Executive Director, the role will provide innovative and strategic direction and responses to emerging issues in Alberta's music sector and will provide project management support to multi-stakeholder, ministry and government-wide initiatives to grow and support Alberta's music industry.

As the key industry expert in the newly established Alberta Music Commission, the Music Commissioner will

be responsible for complex problem solving, strategy building and decision making in the absence of established precedent or best practices. The role will establish best practices, processes and policies.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Project Management and Strategic Implementation

- Manage the execution, delivery and monitoring of key priorities and actions within the Alberta Music Action Plan
- Identify, lead and deliver opportunities to improve the business climate, attract investment and increase employment in the music sector.
- Establish and maintain performance metrics to track industry impacts and report progress.

2. Stakeholder Engagement and Advocacy

- Serve as the provincial expert and primary liaison between government, industry and community partners.
- Identify, initiate, manage and promote collaboration and partnerships across sectors and cross-ministry, including Indigenous Relations, Advanced Education, Municipal Affairs, Tourism and Sport, Jobs, Economy, Trade and Innovation, Education and Childcare and others.
- Represent Alberta's music industry on inter-governmental teams, advisory committees, and at national/ international events.
- Interface with stakeholders and cross-jurisdictional industry and government representatives, representing the GoA and Alberta's music sector in a manner that upholds and builds on Alberta's reputation.

3. Program and Policy Development

- Working with Department grant teams, lead the evaluation, development, implementation, and delivery of music sector programs and initiatives, including the Music Friendly Program to support municipalities in creating vibrant local music scenes.
- Create sound and research informed policy recommendations, based in industry expertise.
- Collect, synthesize and analyze industry data and trends to ensure alignment of department policies and programming to industry needs.

4. Economic Development and Marketing

- Build and grow a diverse network of music industry contacts (provincially, nationally and internationally)
- Elevate Alberta's music industry through participation in various markets and platforms to showcase Alberta's talent and advantages as a destination for music.
- Recommend policy and strategy actions to address sector challenges and facilitate industry growth.
- Identify and execute opportunities to leverage music as a driver of the economy, tourism and cultural engagement.

Problem Solving

Typical problems solved:

Examples of problems solved include:

1. The role will be the primary public-facing representative of the Alberta Music Commission and is central to the establishment and ongoing success of the provincial Music Commission and its delivery on Minister's mandate to grow Alberta's music sector.
2. Identifying, recommending and delivering on options for redistributing existing funding for Alberta's music sector towards new actions that are aligned with industry needs and the Music Action Plan.
3. Assess and recommend initiatives, spending, target markets, and more to maximize opportunities to achieve objectives in a finite resource environment.
4. Identifying potential partners and collaborators, and soliciting buy-in from them to advance music action plan objectives and outcomes.

5. Identifying and communicating key industry performance metrics to track and report on progress of industry actions.

Types of guidance available for problem solving:

Problem solving is guided by identified outcomes, priorities and actions in the Alberta Music Action Plan, industry networks and relationships, and sector awareness. Given the uniqueness of the role, problem solving within the scope of the position will be absent existing precedent both within the province and in other jurisdictions. Problem solving will be guided by Ministry and Divisional business plans, and leadership feedback and direction and guidance from the Executive Director on presented options for their consideration.

Direct or indirect impacts of decisions:

The Music Commissioner's decisions directly impact the Ministry and Minister's reputation with both industry and senior leadership. The decisions also directly impact branch budget and performance metrics. The role supports the growth and sustainable development of the music sector in Alberta, indirectly impacting factors such as employment, infrastructure development, provincial industry awareness and economic impact for Albertan artists and music businesses. As an expenditure officer, the role is also responsible for Commission marketing expenditures and other financial decisions.

Key Relationships

Major stakeholders and purpose of interactions:

- Minister, DM, ADM - provide input, advice and approve recommendations on key policy decisions to support the Alberta music sector. Many of these policy directions will be communicated and championed by the Minister to a provincial, national and international audience.
- Executive Director - Provide recommendations, expert advice, seek guidance and clarification and general direction, as required.
- Other branch management and staff - alignment of priorities and objectives of multiple departments.
- Industry representatives and key decision makers - Establish networks, exchange information and promote awareness, seek targeted and general feedback to inform policy and initiative recommendations, collaborate on major initiatives, develop strategies and partnerships, issues resolution.
- Federal, provincial and territorial government representatives - program and policy interpretation, collaboration and consultation.
- Industry guilds, unions, and other non-profit organizations - collaborate on initiatives, stay abreast of trends, emerging issues, etc. Solicit feedback, outreach and education.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Arts	Business	

If other, specify:

Education supplemented by four years progressively responsible experience.

Job-specific experience, technical competencies, certification and/or training:

Experience with provincial government structures, legislation, policies, regulations.
Experience in strategic planning, communication and issues management.
Experience in the music sector and/or economic development.
Experience in policy and program development.
MRS: university graduation in a field related to the position assignment, supplemented by four years progressively responsible experience. Related experience or education may be considered as an equivalency on a one for one basis.
□ depending on the statutory or unique requirements of the position, specific qualifications may apply

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	<p>Success in this position is heavily reliant on input and feedback from strategic networks in order to anticipate issues and opportunities. The sector served by this position are highly subject to public scrutiny and confidence in the individual amongst various stakeholder groups, including key industry decision makers, is paramount to ongoing success.</p>
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	<p>The position acts as a key pillar in delivery of the Alberta Music Action Plan, which encompasses a variety of short, medium and long term goals. Collaboration across government and with external partners is a critical component of the plan and, as such, a key requirement for success in delivery of the actions therein.</p>
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Works in open teams to share ideas and process issues:</p> <ul style="list-style-type: none"> • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization 	<p>This position will be responsible for advising on policy and program development to address targeted outcomes in the music sector. Many actions and goals within the Action Plan are without prior GoA precedent from which to base new activities.</p>
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to 	<p>This position has direct impact on Ministry mandate items. The music sector has high expectations for GoA to deliver on key outcomes in the Music Action Plan</p>

