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Title: Executive Assistant  
Reports To: Vice President, Corporate Affairs  
Location: Ottawa  
Type: Full-Time

## **Role Description**

An important new role at Music Canada, the Executive Assistant will support the CEO and Vice President, Corporate Affairs, in their government relations work and advocacy for a robust and dynamic music marketplace in Canada. This role encompasses a broad range of administrative and coordination duties and requires someone who is nimble, can multi-task, and is highly organized. You will be liaising with industry professionals and government officials, assisting in the scheduling and orchestration of meetings, building presentations and briefings, planning and organizing events, and ensuring that things run smoothly.

## **About Music Canada**

Music Canada represents the world's leading music companies. Our members are:

- **Sony Music Entertainment Canada Inc.**
- **Universal Music Canada Inc.**
- **Warner Music Canada Co.**

At the heart of Canada's music scene, they combine creativity, entrepreneurship and cutting edge digital innovation to bring great music to fans across the country and the world. They are intensely focused on nurturing artists, at all stages of their careers, and delivering iconic hits from Canadian and international stars. Our members serve and support communities across Canada, recognizing the unique power of music to inspire and unify people as well as to drive positive societal change.

Music Canada supports our members by helping to create the conditions for a strong and dynamic music economy in Canada. We conduct pioneering and ground-breaking research into legal and policy changes that will optimize the success of artists, our members and the music businesses with whom they work. Collaborating with our allies across the music industry, we advocate on their behalf with policy makers and elected officials at all levels of government, offering positive, innovative and achievable solutions grounded in our research.

Like our members, we are driven by a passion for music, dedication to the artists who create it and a commitment to world class digital innovation. We transform this passion into positive action through legislative change; the introduction of new programs to support artists and music businesses; and the creation of Music Cities, a now-global program to drive vibrant local music economies. While our activities focus on the Canadian market, our research and advocacy have resonated around the world via our international allies at IFPI.

## **Primary responsibilities**

### **Scheduling/Meeting Coordination with industry, consultants and government representatives**

- Maintain and schedule meetings and participants; includes
  - Formulate meeting requests and following up to attain confirmations
  - Respond to requests for calls and meetings while balancing executive needs
  - Arrange committee or group meetings with use of scheduling tools
  - Create meeting appointments and send invitations with all relevant logistics including background information as required
  - Book meeting rooms, restaurants or catering as required
- Prepare meeting packages and briefing notes
- Log follow up meetings or tasks based on instructions
- Liaise with meeting attendees and compile notes and meeting minutes where necessary

### **Executive Administration**

- Prepare and format correspondence and documents
- Research presentations, create presentation decks, compile data for executives
- Record and file Ottawa office expenses
- In conjunction with the Manager, Operations and Events, coordinate and arrange for any travel and accommodations required for executives, or other staff as needed
- Order office supplies as needed
- Any other duties as assigned

### **Event/Marketing**

- In conjunction with the Manager, Operations and Events, participate in coordination of Music Canada events and meetings, providing logistical support and administration as needed
- Coordinate and order catering for events/meetings
- Attend industry events, meetings and site/venue visits for future events (e.g., JUNOs, Canadian Music Week, Ottawa lobbying events, Toronto speeches, etc.
- Provide project-based marketing and support for initiatives

### **Capability Requirements – education, skills & experience**

- Post-secondary degree required, a degree in political science or administration an asset
- A minimum of 3 years of experience in an administration support function, particularly supporting executives
- Demonstrated ability to work with various teams at all levels both within and outside the organization, with tact
- General knowledge of levels and workings of government, particularly at the federal level
- Need for professional interactions with government representatives (and their staff) and Music Canada' government relations consultants
- Excellent oral and written communication skills, bilingualism (French) an asset
- Ability to meet tight deadlines and work under pressure

- Ability to think on your feet and display problem-solving skills
- High attention to detail, organized, patient, self-motivated, and committed to getting the job done
- Ability to create and put together professional presentations for executives in Slides or PowerPoint
- Ability to manage multiple projects and deadlines, and re-prioritize as things change
- Software skills are essential: Google Suite of products or MS Office experience required

### **Equity, Diversity and Inclusion**

Music Canada is an equal opportunity employer committed to diversity in the workplace. All applicants will receive consideration for employment regardless of their citizenship, race, place of origin, ethnic origin, colour, ancestry, disability, age, creed, sex/pregnancy, family status, marital status, sexual orientation, gender identity, gender expression, or any other protected ground under Human Rights.

If you require any accommodation during the application or interview process, please let us know and we will be happy to assist you.