



Job Posting: Volunteer & Publishing Coordinator (15 hours per week)

Organization: Make Music Matter

Location: Remote, Canada

Position Type: Part-time

**About Make Music Matter:**

Make Music Matter helps to heal trauma and empower marginalized voices with its innovative music therapy program Healing in Harmony. Initially designed for trauma survivors in conflict and post-conflict zones, it has been clinically proven to reduce PTSD, anxiety, and depression.

Healing in Harmony artists emerge with a renewed sense of agency and self-worth. Their original songs are professionally produced and serve as advocacy tools to promote their rights and combat stigma.

From survivors of sexual and gender-based violence in the Democratic Republic of Congo to young Syrian refugees with disabilities and survivors of generational trauma in Indigenous communities in Canada, Healing in Harmony has helped transform the lives of over 11,000 individuals in eight countries worldwide.

The music is released on all major streaming platforms via A4A Records, with global distribution through Warner Music Canada. A ground-breaking new publishing model helps to ensure that all royalties from the songs are sent back to the artists and their communities, regardless of socio-economic circumstances.

<https://makemusicmatter.org>

**About A4A Records & Publishing:**

A4A (Artists for Artists) Records is home to recordings from Make Music Matter's Healing in Harmony music therapy program for trauma survivors. With global distribution through Warner Music Canada, songs of resilience and solidarity celebrate the power of music to heal.

Through a groundbreaking publishing model created in partnership with SOCAN, A4A Publishing is able to collect royalties on behalf of artists living in extreme poverty and conflict zones and 100% of royalties are sent back to the artist community.

The label was co-founded by Darcy Ataman (CEO and founder of Make Music Matter) and Grammy Award-winning producer David Bottrill.

<https://a4amusic.com>



## Responsibilities:

### Volunteer Coordination

- Recruit volunteers using various techniques and platforms (databases, email, social media, volunteer boards)
- Collect volunteer information, availability, and skills, and maintain an up-to-date database
- Match volunteers to opportunities that suit their skill sets and ensure they understand their responsibilities and receive proper training
- Organize and facilitate trainings for volunteers
- Coordinate teams of volunteers for large-scale events and campaigns both online and offline
- Keep detailed records of volunteers' information and assignments
- Ensure the purpose of the organization and its actions are clearly communicated to the volunteers and through their work

### Publishing

- Work in collaboration with the Post Production Manager to prepare all MMM masters for publication
- Catalog all master compositions and generate metadata files for each album
- Create UPC codes
- Compile masters, artwork, and metadata files and send them to Warner based on the defined timeline with the release team
- Create SOCAN profiles for A4A/MMM artists and process registration of all released work
- Guide A4A artists in the creation of their own SOCAN profile
- Assist in the promotion of A4A releases and administration of the A4A YouTube channel

### Events Coordination

- Develop opportunities and partnerships to promote A4A releases including in-person events and campaigns (e.g. Record Store Day)

### Building A4A

- As part of the A4A team, support the development of the label, help to design release strategies, and help build partnerships with national and international media
- Coordinate recruitment and engagement activities to support the growth of A4A's community of volunteer mixing and mastering engineers

### Requirements:

- University or college degree or relevant professional experience
- Experience in recruiting through various channels
- Working knowledge of databases and MS Office (especially Excel)
- Knowledge of the release and publishing process of a song
- Able to communicate effectively with a diverse set of people
- Excellent organizational and team coordination abilities



- A pleasant, outgoing personality
- Hold a high degree of integrity and empathy
- Possess a proactive approach to problem-solving with strong decision-making skills
- A passion for fighting against injustices experienced by the most marginalized populations

Job Type: Part-time

Salary: \$15.55-\$18.55 per hour

Schedule:

- Monday to Friday

Work Location: Remote

Application deadline: 2023-03-03

Please apply here: <https://ca.indeed.com/viewjob?jk=d98c88d3595b8685>