

## Manager – Music Therapy Centre, Toronto

The Canadian Music Therapy Fund is seeking a passionate and social justice-minded leader to manage our team of amazing therapists at the Music Therapy Centre. Come join an exciting and growing team at Canada's only not-for-profit music therapy clinic!

The Canadian Music Therapy Fund (CMTF) exists to promote awareness of and facilitate access to music therapy for Canadians who need it most. The Centre Manager supports and helps grow the Toronto-based Music Therapy Centre, a program of CMTF. This position facilitates, promotes, and builds capacity for the provision of accessible music therapy to under-resourced communities, both onsite at the Centre's accessible street-level space, as well as offsite in the community. The role is ideal for a certified music therapist, however, experience in other creative arts therapies, psychotherapy, or other healthcare and arts professions will be considered.

### **Position Summary:**

Reporting to the Executive Director, the Centre Manager is responsible for the daily operations of the Music Therapy Centre. In addition to this contract, music therapy clinical work is also available for certified music therapists.

This position is a contract for 12hrs/week.

Pay scale: \$37-42/hr depending on experience.

Hybrid position, with opportunities to work remotely for a portion of the week.

### **Key Duties and Responsibilities:**

- Assist the Executive Director with the strategic visioning and planning for the CMTF, especially with respect to the Centre
- Lead music therapy education, advocacy, and awareness initiatives in the community
- Provide leadership and oversight to the Centre's therapist team
- Engage board members, committees, partner organizations, funders, volunteers and other stakeholders regarding Centre programming
- Manage all incoming referrals
- Coordinate service delivery for new and existing clients
- Cultivate new relationships and community partnerships
- Oversee the Centre's communications (website, social media, newsletters), in coordination with the Digital Communications Manager and Executive Director
- Supervise daily operations of the Centre
- Provide input and leading the financial scoping and forecasting for the organization including working with the Board to set budgets
- Participate in Board meetings
- Bring vision, energy and leadership to the entire team
- Other duties as assigned

**Education and Experience:**

- Post-secondary degree or diploma in music therapy or related area, preferably creative arts therapies, clinical psychology, or related healthcare disciplines. Post-secondary education in the arts with experience in healthcare may also be considered.
- Minimum 2 years experience – clinical, supervision and/or managerial preferred
- Experience working in charitable/non-profit organizations is an asset

**Required Skills/Knowledge:**

- Microsoft Office Suite and Google Workspace
- Practice management software, Jane App or similar, is an asset
- Zoom
- Social media, including but not limited to Facebook, Twitter, Instagram, TikTok and LinkedIn
- Knowledge of the profession of music therapy and the Canadian Association of Music Therapists
- Excellent organizational skills
- Excellent written and oral communication skills
- Strong team leadership skills
- Commitment to social justice

The Canadian Music Therapy Fund is committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise us if you require an accommodation.

To apply for this position, please send your cover letter and resume, including contact information for two references, by **Thursday October 20th, 2022** to: [info@musictherapyfund.ca](mailto:info@musictherapyfund.ca)