



Division/Department:	Public Affairs
Location:	Liberty Village, Toronto
Job Title:	Policy Analyst
Reports to:	Amy Terrill, Executive Vice President

Level/Grade	Type of position: <input checked="" type="checkbox"/> Full-time	Hours <u>35</u> / week <ul style="list-style-type: none">9:00am to 5:00pm, 1hr for lunch
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GENERAL DESCRIPTION

Music Canada is looking for a policy analyst to support the development of public policy recommendations at the municipal, provincial and federal levels related to music and the creative industries.

Duties will include:

- Primary and secondary research and participate in the design and execution of research projects, including papers which become part of Music Canada’s research portfolio, as well as background research needed for policy development
- Prepare briefing documents and communications materials (including blog posts, letters, presentations and submissions) related to policy development and research
- Monitor public policy issues at the municipal, provincial and federal levels, as well as relevant international markets
- Support the communications team in monitoring key issues
- Support public affairs activities, including campaigns, events and outreach
- Work with the communications team to develop and implement communications strategies
- Liaise with music stakeholders and partners, and public policy colleagues
- Perform speaking engagements, as required

QUALIFICATIONS

REQUIRED

- A degree in a relevant field, such as political studies, public policy, music policy, or economics
- A minimum of 2 years’ work experience in a policy focused role
- Understanding of public policy and government relations
- Excellent analytic and critical thinking skills, with demonstrated ability to handle complex issues
- Exceptional research and writing skills, and verbal communication skills
- Ability to work independently and within a team while meeting challenging organizational goals and deadlines
- Proficiency in MS Office, particularly Outlook, Word, Excel and PowerPoint
- High level of discretion, professionalism and flexibility
- Able to work overtime and attend industry events if required (time off provided in lieu of overtime)
- French language proficiency

DESIRABLE

- Knowledge and/or experience within the music industry
- Public speaking experience

For all interested candidates, please state your salary expectation in your cover letter. Please send applications to aterrill@musiccanada.com. Deadline for applications is Nov. 13th at 5pm.