Home Routes NL Circuit Coordinator (Contract)
MusicNL | St. John's, NL

About MusicNL
MusicNL is the Music Industry Association of Newfoundland and Labrador, supporting artists and industry professionals through professional development, export, showcasing, and our annual conference, MusicNL Week.

About the Role
MusicNL is partnering with Home Routes/Chemin Chez Nous, Canada's national House (and community) concert network, to grow a dedicated NL Route. The 2026-27 circuit is confirmed to bring NL artists on tour through rural communities across the island, growing a network for future seasons. The Circuit Coordinator will support house concert hosts, artists, and the Home Routes team to establish this season successfully, and will help build the skills and networks of rural presenters.

Key Responsibilities

- Serve as MusicNL's main contact for Home Routes/Chemin Chez Nous on the NL circuit
- Support House (and community) concert hosts with onboarding, communication, and problem-solving throughout the season
- Book and route NL artists joining the circuit, including coordinating drives and ferry crossings
- Support touring artists with schedules, accommodations, and arrival and departure details
- Identify and recruit new hosts and communities across the province
- Help build invitations for new presenters to attend MusicNL Week for skills-building and industry connections
- Track budgets, expenses, and funder reporting requirements
- Gather feedback from hosts and artists to guide the growth of the circuit
- Adapt to the needs of a new and growing project, taking on additional tasks as they arise.

Required Qualifications

- Demonstrated experience booking shows across Canada
- Demonstrated experience with house concert touring
- 2+ years of experience in touring, artist management, event production, community programming, or arts administration
- Strong organizational skills and comfort managing travel logistics and multiple timelines
- Excellent written and verbal communication, with a warm, practical approach to working with volunteer hosts
- Valid driver's licence and willingness to travel within NL

Assets

- Knowledge of the NL music community and outport communities
- Established relationships with presenters, hosts, or touring artists in the folk and roots community
- Experience with funder reporting and budget tracking

Terms

- Part-time contract from November 9, 2026 to June 10, 2027
- Compensation: $6000
- Reports to the Executive Director
- Based in St. John’s, with flexibility for remote work

To Apply
Send a resume and brief cover letter (PDF) to hr@musicnl.ca by Friday October 30 at 9am NT. Please include examples of tours or circuits you have booked. MusicNL is committed to equity and encourages applications from all qualified candidates.