



जोडी मराठी मनं

CALGARY MARATHI ASSOCIATION

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## Job Description – Cultural Lead (CL)

<b>Job Title</b>	<b>Cultural Lead (CL)</b>
<b>Work Location</b>	<b>Calgary</b>
<b>Reports to</b>	<b>President (PR)</b>
<input type="checkbox"/> Full-time	<input type="checkbox"/> Paid
<input checked="" type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Volunteering/Not Paid

### Job description summary

Elected by the voting members per the election process, the CL will be a part of the EC-SC reporting to the PR to support the EC during the current operational year for organizing cultural programs with dance / drama performances, competitions and promoting Marathi culture during various CMA events keeping the success and welfare of CMA as their top priority without any personal gains and / or to further their business interests, if any.

### Essential duties and responsibilities

- Refer to CMA Bylaws and Amendments as registered with Alberta Registry.

Following details enhance / provide additional information about the role:

- Seek guidance and direction from the PR to launch CMA's vision into action while organizing and coordinating cultural activities during various CMA events.
- Plan theme based indoor / outdoor performances during various CMA events for the current year and seek interests and entries from CMA members.
- Maintain a history / list of cultural performers, enthusiasts and volunteers by each event.
- Allocate / make budget provisions for recognition of performers with token of appreciation during cultural events.
- Coordinate rehearsals of programs in preparation for the final program on the day of the event.
- Organize and promote anchors from Paalavi youth, Samadhan Seniors among others to act as program hosts, provide equal platform to all sects of the community be it children, youth, adults, seniors including Marathi Shala students with proper distribution of allotted time slots to stay within the overall program duration as determined by EC / DP.

Balance the performance entries with proper weightage to the types of programs and performances such as shlok recital, singing, dancing, drama..... avoid multiple performances by same performer.... Seek inputs from the performers about their entries and have the courage and capability to say "NO" to repetitions and / or performances exceeding allotted time slots.

Ensure that interested participants who meet the program / event criteria but did not get an opportunity during previous program / event due to time constraints are accommodated in the upcoming program / event.

- Coordinate with DSE / DBMMC and / or other Mandals while cohosting events with other Mandals or reproducing a popular / successful CMA program at locations of any other requesting Mandal.
- Maintain and provide WSL with select pictures, videos, audios as may be applicable to upload on CMA website and other social media platforms in a timely manner to showcase CMA cultural activities and CMA talent during various events throughout the current operational year.
- For any communication to the EC, implement the use of the email - [info@cmacalgary.ca](mailto:info@cmacalgary.ca); for Cultural (EC-SC) related communication, implement the use of email as published on our CMA website; PR to control other CMA email accounts and optimize once the need is fulfilled.
- In case there is any misalignment, disagreement, conflict between the CL, PR and / or the EC / EC-SC or others, the Board will step in to find amicable resolution.

## Tenure

Following the election or appointment process prescribed in the bylaws, the tenure for sub-committee (EC-SC) for specific role such as the CL to support the EC is for one year that will be their operational year.

## Qualification

- Excellent organization, people and time management skills with experience related to program sequencing, stage & property management will be an asset.
- Be of Bharatiya Hindu heritage and fluent in Marathi and Hindi.
- Be resourceful, trustworthy and committed to the welfare of CMA community.
- Be able to bring about positive changes in the community.
- Excellent written as well as oral communication skills, keeping record of programs and performances including feedback received from the CMA community during the current year.
- Good listening and problem-solving skills.

## General Acronyms & Definitions

- Current year – One year of active operation that commences at the closure of the tenure of the previous year
- Following year – Year of operation that succeeds the current active year of operation
- Previous year – Year of operation that precedes the current active year of operation
  
- CMA – Calgary Marathi Association.
- BMM – Bruhan Maharashtra Mandal
- Marathi Shala – CMA initiative of school for learning Marathi as foreign language
- Paalavi – CMA initiative for youth group
- Samadhan – CMA initiative for Seniors group
- AGM – Annual General Meeting
- SGM – Special General Meeting

- Board – Board of Trustees
- Board Chair – Chairperson, Board of Trustees
  
- EC – Executive Committee
- PR – President
- VP – Vice President
- SC – Secretary
- TR – Treasurer
  
- PMS – Principal - Marathi Shala
- DSE – Director - Special Events.
- IA – Internal Auditor
- DBMMC – Director, Bruhan Maharashtra Mandal Coordination.
  
- EC-SC – Executive Committee – Sub-Committee
- AL – Annapurna Lead
- LC – Cultural Lead
- DTL – Dhol Tasha Lead
- NCL – Newcomers Lead
- PYL – Paalavi Youth Lead
- SL – Sports Lead
- SSL – Samadhan Seniors Lead
- WSL – Website and Social Media Lead
  
- AGLC – Alberta Gaming & Liquor Commission

