

# ARTS RÉSEAU NETWORK DES ARTS OTTAWA D'OTTAWA

## Job Posting: Interim Program Manager

16-month contract, full time (35 hours/week)

**Start Date:** February 7, 2022

### ABOUT ARTS NETWORK OTTAWA

Arts Network Ottawa knows how the arts build strong communities. Since 1987, we have collaborated with communities to promote the creative, social and economic benefits of local arts. We provide an informed voice for a bilingual network of artists, cultural workers and arts organizations across the Ottawa region. As an arts service organization, we offer connections to opportunities, resources, programs and partnerships that advance careers and the sustainability of Ottawa's arts community.

Learn more about our programs and services on our website or social media: [insert links]

[www.artsnetottawa.ca](http://www.artsnetottawa.ca) and visit us on social media @artsnetottawa

### ABOUT THE ROLE

*Arts Network Ottawa is searching for a Program Manager to fill a Career Development Term of approximately 16 months commencing February 2022.*

The Program Manager responds to the needs of Arts Network's membership and the Ottawa arts community through ongoing programs, special projects, and events. With an emphasis on strong relationship building, the Manager works with a variety of stakeholders to steward, develop, and expand Arts Network's programs and to build strategic relationships to support the Ottawa arts community and Network members.

#### Key Responsibilities:

- Manages Arts Network Ottawa programs and implements strategic projects and partnerships. During the time of this contract this includes, but is not limited to, **Ottawa Arts Mentorship Program, Artpreneur Ottawa Conference, ARTicipate Endowment Fund, CPAMO Ottawa Network, Young Arts Leaders Collective, Neighborhood Arts Ottawa.**
- Implements membership development
- Act as a catalyst to link artists, arts organizations and arts businesses throughout the City of Ottawa and the region

- Develops and tracks outlines and budgets for each project/program
- Works with the Communications and Development Manager to implement marketing and promotion of events and programs

## **ACTIVITIES AND DELIVERABLES:**

### **Ongoing Programs and Special Projects**

**50% of time**

- Manages and develops programs and special projects in line with Strategic Plan and approved strategic priorities
- Manages the creative development process for existing and new events and programs including jury processes
- Collaborate on the development and implementation of strategic projects and partnerships
- Develops or follows project outlines, critical path and budget for each project/program
- Works with the Communications and Development Manager to implement marketing and promotion of programs
- Manages the grant process of an annual ARTicipate grants program. Reviews and evaluates the granting program on an annual basis

### **Membership**

**10 % of time**

- Collaborate with the Communications and Development Manager to develop and implement a comprehensive membership development strategy
- Develop and coordinate programs and services to meet the needs of membership
- Respond to the inquiries and needs of the membership and identify potential membership benefits
- Act as a catalyst to link artists, arts organizations and arts businesses throughout the City of Ottawa and the region.
- Actively recruiting new and renewing members

### **Planning and Research**

**5% of time**

- As part of the Arts Network management team, participates in strategic planning and reporting for the organization
- Knowledgeable about the membership and the arts community in general
- Remain current of cultural policies, research and best practices

### **Fund Development**

**10 % of time**

- Contributes or leads as required to completing grant applications
- Prepares and/or participates in the preparation of funding proposals and progress report(s) as required

- Monitor progress and compliance with funding providers ensuring that all reporting requirements are adhered to
- Liaise with funders as required

### **Human Resources Management**

**15% of time**

- Ensures that human resources under their direct report are welcomed, that meaningful opportunities are provided, and the orientation process is completed
- Supervises Coordinator positions, full and part time project staff
- Supervises summer students, interns, co-op students, and volunteers that are working on relevant activities
- When required, completes application, supervises and completes evaluations/final reports for interns and summer students
- Liaise with college and university faculty departments to ensure sources of student interns
- Help to recruit volunteers for committees and activities
- Provides position descriptions for volunteer tasks/roles if required
- Ensures volunteer database is up-to-date

### **Administration**

**10 % of time**

- Manage the program budgets and report to Executive Director on monthly basis
- Ensures that the CRM database is current
- Manages records management (filing) system (paper and electronic) for programs
- Maintains event equipment and supplies

## **QUALIFICATIONS**

### **Experience Requirements**

The Program Manager will have demonstrated experience in:

- leadership
- community relations, and building partnerships
- fund development and grant writing
- strategic planning capacity
- project and/or program management, development, and planning

This experience is expected to be gained through at least 5 years of work experience, including some experience in the not-for-profit sector.

### **Knowledge, skills, and abilities**

- Written and oral communication ability in in both English and French
- Knowledge of the arts or cultural sector in Ottawa

- Demonstrated ability in relationship building and fostering partnerships
- Demonstrated ability in project/program management, development and planning abilities
- Demonstrated ability to lead and empower staff, volunteers, and partners
- Demonstrated Ability to prioritize, manage and execute multiple tasks to timely and effective completion
- Teamwork and relationship building skills
- Ability to adhere to deadlines and budgets
- Honesty, integrity, accountability and appropriate transparency in all relationships

## HOW TO APPLY

To apply please send your résumé and cover letter by e-mail to [info@artsnetottawa.ca](mailto:info@artsnetottawa.ca), Attention: Executive Director

**Closing date: January 10, 2021**

## COMPENSATION

**Salary:** \$55,650.

Professional development budget available for staff.

## PERKS

- Flexible work schedules
- 3-weeks vacation, additional time off during the winter holidays
- 10 days per year in sick leave
- RRSP matching contribution program (up to 4%), after probation period

Arts Network Ottawa values and deeply appreciates and prioritizes applications from members of equity-seeking and underrepresented groups, including those who self identify as: First Nations, Inuit, Métis, deaf, applicants with disabilities, new immigrants and refugees, LGBTQ+, Black, and people of colour.

Arts Network Ottawa is an equal opportunity employer located in Shenkman Arts Centre. Our work is guided by these principles: equity, respect for artists, integrity, inclusiveness, engagement and collaboration.

We thank all applicants for their interest and are honoured that we are being considered as a potential employer. We often receive high volume of applications and as much as we would like to respond to each one of them, sometimes, we are just unable to do so. We will only contact those whom we wish to interview. Please be assured that your application will be reviewed thoroughly and carefully.