



**Position:** Indigenous Arts Program Manager  
**Type:** part time contract  
**Contract range:** \$31,000 - \$34,000 per year  
**Start Date:** February 2019

**Summary**

The Indigenous Arts Program Manager is responsible for the management of TAC's Indigenous Arts Projects program which provides grants to Indigenous arts organizations, collectives and individuals. In addition to program management, the program manager will recruit and facilitate the work of the jury, contribute to policy development and strategies to support the program area and provide information services and support to the arts community.

**Responsibilities include:**

- Managing and delivering the Indigenous Arts Projects program
- Managing and facilitating the peer assessment adjudication process.
- Providing guidance and support to applicants.
- Community outreach
- Attending performances, exhibitions and events on evenings and weekends

**Key qualifications:**

- Must identify as Indigenous (Status or Non-Status First Nations, Métis, or Inuit)
- Minimum of five years' experience working in Toronto's arts sector
- Knowledgeable about Toronto's Indigenous arts communities and the issues facing artists and organizations working in all arts disciplines
- Experience in managing a grants program for a public funder is an asset
- Effective written and verbal communication and presentation skills
- Excellent interpersonal, facilitation and consultative skills
- Sound judgment, analytical and problem-solving abilities, and organizational skills

**Additional Information:**

TAC'S Indigenous Arts Projects grants program has an ongoing application deadline with submissions anytime between January 2 and November 4, 2019. Applications are assessed 3 or 4 times per year as required.

The Grant Program Manager will be required to work approximately 20 hours per week on a self-managed schedule that includes 2.5 designated days working from the TAC office, as well as attending TAC's office for staff and client meetings and adjudications.

**Conflict of Interest restrictions:**

The successful candidate may not apply to any TAC grants program and may not work in any paid or volunteer capacities with organizations and collectives that apply to or receive funding through the Indigenous Arts Projects program.

**To apply:**

Please submit cover letter and resume to Andrew Suri - Director, Grants Management [andrew@torontoartscouncil.org](mailto:andrew@torontoartscouncil.org) in a single pdf attachment, by February 1, 2019, with Indigenous Arts Program Manager in the subject line.

Toronto Arts Council/Toronto Arts Foundation is an equal opportunity employer and is committed to diversity and inclusiveness in its employment. We welcome applications from individuals who identify as belonging to our equity priority groups: Persons of Colour, Deaf Persons, Persons with Disabilities, Persons Living with Mental Illness, Indigenous, 2SLGBTQIAP. Accommodations are available on request for candidates taking part in the selection process.