



JOB POSTING

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| Position: | Senior Manager, Outreach & Access |
| Type: | Full-time Permanent |
| Reports to: | Director, Policy & Programs |
| Direct Reports: | 3 |
| Salary Range: | \$71,737 - \$93,891 |
| Expected Starting Salary: | \$72,000 - \$77,000 |
| Start Date: | March 3, 2025 |

Toronto Arts Council & Toronto Arts Foundation meet or exceed the standards set by Ontario Living Wage.

Benefits: Medical, dental, prescription drugs and hospital coverage, life and long-term disability insurance, effective three months following the start date. Following the first year the position offers a matching contribution towards a group RRSP of up to 4.5% of salary.

Summary:

Under the direction of the Director, Policy & Programs, the Senior Manager, Outreach & Access upholds the mission, vision and values of Toronto Arts Council and Foundation (TAC/F) and advances strategic goals, priorities and objectives within their areas of responsibility, including: managing and overseeing TAC outreach activities, access initiatives and grant supports; managing strategic program(s) in support of Black/African-diasporic arts communities; contributing to new program development; facilitating the work of TAC grant review panels; developing and implementing outreach and access plans for TAC programs; supporting the outreach and access activities of TAF initiatives; and contributing to policy and strategy development in their areas of responsibility. This role plays a pivotal part in TAC/F leadership by fostering strong internal and external collaboration and community relations and increasing knowledge of and access to TAC/F programs and supports.

Responsibilities:

Outreach Activities

- Outreach activities include but are not limited to information sessions, special events, external outreach, events, and activities.
- Develop digital outreach content for social media, audience development, and engagement.
- Prepare presentation materials for information sessions, grant-writing workshops, and focus groups.
- Facilitate outreach activities including communications, bookings, logistics, documentation, and preparation of reports on activities.
- Collaborate with the communications team to align communications strategy with outreach priorities.

Access Activities

- Access activities include but are not limited to ensuring information about programs, services, and other opportunities is accessible as possible to all audiences.
- Provide opportunities for user-experience and client feedback on program and service access-related issues.
- Identify and work to remove barriers for applicants and other interest holders to fully participate in TAC/F programs, services, and initiatives.

Black Arts Program Management

- Be responsible for the management of strategic program(s) in support of Black/African-diasporic arts communities.
- Be responsible for ensuring that grants programs are administered effectively, following established TAC and City grants policies. This includes working with assigned grants support staff. The management of TAC grants programs includes:
 - Providing information to artists and arts organizations on programs, including eligibility criteria.
 - Providing guidance and support to grant applicants and recipients.
 - Reviewing applications to ensure eligibility criteria are met and preparing financial data and analysis for the assessment process.
 - Recruiting and convening peer assessors for grant review panels.
 - Managing assessment processes in a timely fashion, providing appropriate guidance to committees and grant review panels, facilitating the reaching of consensus on decisions, recording accurately the decisions of the grant review panels, and giving appropriate feedback to applicants.
 - Interpreting TAC policy for grant review panels and recording their analysis and feedback to help inform TAC policy and program development.
 - Preparing all necessary documentation for the grant approval process and providing adjudication results to applicants promptly.
 - Liaising with program partners.
 - Attending performances, exhibitions, and events.
 - Responsible for maintaining a comprehensive knowledge of TAC mandate, policies, and role in Toronto arts communities. In collaboration with other grants staff and TAC committees, Program Managers contribute to the development of TAC policies, programs, and services, including ongoing review, evaluation, and redesign where appropriate.
 - Responsible for keeping abreast of trends, best practices, research, policies, and issues within the sectors for which they are responsible and for developing and maintaining working relationships with representatives of arts organizations and other funding bodies. A Program Manager is expected to be knowledgeable about the clients within their portfolio and maintain familiarity with the work they support through regular attendance at arts events.

Staff Supervision

- Oversee the work of the Grants Support Team. The Grants Support Team is responsible for the following:
 - Supporting program delivery by providing administrative support to Program Managers.
 - Answering applicant queries and providing information about granting programs to applicants.
 - Coordinating meetings, processing grant applications, supporting grant panels and providing front desk assistance as needed.
- Provide clear, timely, relevant, and supportive direction and feedback to the Grants Support Team in their areas of responsibility and priority.
- Adhere to organizational policies and processes in the supervision of direct reports.
- Support continuous learning, growth, and development for direct reports.

Key qualifications:

- Priority will be given to candidates who identify as Black or identify as a member of the African diaspora.
- Strategic thinker able to consider policy objectives and impact when managing, updating, and evaluating programs.
- Collaborative and values-driven leadership.
- Demonstrated ability to align people, resources, and systems to be efficient and effective in achieving results.
- Demonstrated ability to own and take responsibility for the impact and outcome of decisions.
- Knowledgeable about Toronto's arts communities and the issues facing artists and organizations.
- Minimum of five years' experience working in Toronto's arts sector; deep familiarity and connection with Black/African-diasporic arts communities.
- Effective written and verbal communication and presentation skills.
- Excellent interpersonal, facilitation, and consultative skills.
- Sound judgment, analytical and problem-solving abilities, and organizational skills.
- Proficiency with Windows-based software and ability to work collaboratively within a small office environment.

Other Duties:

Performs other duties as assigned by the Director, Policy & Programs.

Conflict of Interest restrictions:

The Senior Manager, Outreach & Access may not work in any paid or volunteer capacity with organizations and collectives that apply to or receive funding through TAC grants programs.

To apply: Please submit a cover letter and resume in a **single pdf attachment** to Rupal Shah, Director, Policy & Programs, at rupal@torontoarts.org, with subject line: Senior Manager, Outreach & Access, by end of day **Thursday, January 30, 2025**.

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, and 2SLGBTQIAP.

Accessibility

Toronto Arts Council/Toronto Arts Foundation adheres to the Accessibility for Ontarians with Disabilities Act (AODA) and is committed to providing an inclusive and barrier-free experience to candidates with accessibility needs. Requests for accommodation can be made at any stage of the recruitment process and may include:

- Providing alternative formats of this document on request (audio transcript, ASL video).
- Accepting applications in point form, through video and/or voice memo.
- ASL interpretation, captions on Zoom, or meeting by phone for candidates selected for an interview.
- Other accommodation as requested.

If you require accommodation, please send an email to rupal@torontoarts.org.