Position: Indigenous Arts Program Manager
Type: Permanent part time, 3 days per week
Starting Salary: $40,000 per year, plus benefits
Start Date: July 2021

Summary
The Indigenous Arts Program Manager reports to Toronto Arts Council’s (TAC) Director of Granting. Responsibilities include management of TAC’s Indigenous Arts Projects program which provides grants to Indigenous arts organizations, collectives and individuals, as well as Toronto Arts Foundation’s Indigenous Artist Award Program. In addition to program management, the grant Program Manager will facilitate the work of TAC standing committees, grant review panels and TAF awards panel, contribute to policy development and strategies to support their program area and provide information services and support to the arts community.

Responsibilities:
● Managing and delivering TAC’s Indigenous Arts Projects program;
● Managing and delivering Toronto Arts Foundation’s Indigenous Artist Award program;
● Managing and facilitating the peer assessment adjudication process;
● Maintaining and consulting TAC’s Indigenous Arts Committee;
● Providing guidance and support to grant applicants and award nominees;
● 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;
● 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 the beginning of January and November 1 annually. Applications are assessed 3 or 4 times per year as required.

The Grant Program Manager will be required to work three days per week on a self-managed schedule that includes some designated days working from the TAC office, as well as attending TAC’s office for staff and client meetings and adjudications, as necessary.
Other Duties

The Indigenous Arts Program Manager understands the relationship between Toronto Arts Council and Toronto Arts Foundation and is able to communicate information on the respective roles of both organizations to the community. Takes on other responsibilities and duties as assigned by the Director of Granting.

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 or Indigenous Artist Award programs.

To apply:

Please submit cover letter and resume to Andrew Suri, Director of Granting andrew@torontoartscouncil.org in a single pdf attachment, by July 5, 2021, 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.