

TORONTO ARTS _ COUNCIL

JOB POSTING

Position:	Program Manager, Indigenous Arts
Type:	Full-time permanent
Reports to:	Director, Policy & Programs
Direct Reports:	None
Expected Starting Salary:	\$80,000
Salary Range:	\$80,000 - \$92,000
Start Date:	October 1, 2026

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

This position is for an existing vacancy in the workplace.

This opportunity is open only to candidates who identify as Indigenous (First Nations, Inuit, or Métis)

Benefits:

4-day work week, 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:

The Program Manager, Indigenous Arts, is responsible for the management of Toronto Arts Council (TAC) granting programs, including the Indigenous Arts Projects program for organizations, collectives, and individuals. In addition to program management, Program Managers facilitate the work of TAC grant review panels, contribute to outreach strategies to support their program area, participate in evaluation processes for their granting programs, and provide information and support to artists and arts communities. Program Managers are responsible for ensuring that grants programs are administered effectively, following established TAC and City grants policies. This includes working with support staff assigned to assist with their programs. 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. This role will also collaborate with colleagues at Toronto Arts Foundation on the outreach and administration of the Toronto Arts Foundation Indigenous Artist Award.

In the first 12-18 months of this role, the Program Manager, Indigenous Arts, will report to the Director, Policy & Programs. In addition to program management, they will focus on implementing recommendations arising from recent Indigenous community consultations, as outlined in a forthcoming report. These include updating guidelines and the application form for the Indigenous Arts Projects program, enhancing outreach to Indigenous communities in Toronto, and updating policy and processes of Indigenous identity verification for grant applicants, staff, peer assessors and board members.

After this initial stage of work is complete, the Program Manager, Indigenous Arts, may be asked to manage additional TAC granting programs as assigned. After the initial stage, the Program Manager, Indigenous Arts, may be asked to report to the Senior Manager, Arts Discipline Programs.

Responsibilities:

- Providing program information, including eligibility criteria, to artists and arts organizations.
- Providing guidance and support to grant applicants and recipients.
- Reviewing applications to ensure eligibility.
- Preparing financial data and analysis for the assessment process.
- Recruiting and convening peer assessors for grant review panels and award review panels
- Managing assessment processes including providing appropriate guidance to grant review and award review panels, facilitating consensus-based decisions, accurate recording of decisions, and giving appropriate feedback to applicants.
- Responsible for maintaining comprehensive knowledge of TAC mandate, policies and role in Toronto arts communities.
- 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 and maintaining working relationships with representatives of arts organizations and other funding bodies.
- Community outreach, including information sessions and community events.
- Building and stewarding relationships with Indigenous communities rooted in trust and reciprocity.
- Attending performances and events on evenings and weekends to remain knowledgeable about clients within their portfolio and familiarity with the work they support.
- Responsible for keeping abreast of trends, best practices, research, policies and issues within the sectors for which they are responsible
- Provides information services and support to arts communities through one-on-one meetings, contributes to the development and delivery of information sessions on TAC grants programs and participates in community consultations.

Key Qualifications:

- Strategic thinker able to consider policy objectives and impact when updating and

evaluating programs.

- Knowledgeable about Toronto's Indigenous arts communities and the issues facing Indigenous artists and arts organizations.
- Knowledgeable about Indigenous arts programming in public space in Toronto.
- Past experience building relationships with and within Indigenous communities rooted in trust and reciprocity.
- Minimum of five years' experience working in Toronto's arts sector.
- 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.
- Identifies as Indigenous (First Nations, Inuit, or Métis).

Other Duties:

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

Conflict of Interest restrictions

The Program Manager, Indigenous Arts, may not work in any paid capacity with organizations and collectives that apply to or receive funding through Toronto Arts Council grants programs.

HOW TO APPLY:

Please submit cover letter and resume in a **single pdf attachment**, to Rupal Shah, Director, Policy & Programs: programmanagerhiring@torontoarts.org, by **September 4, 2026**. Include the subject line "Program Manager, Indigenous Arts."

Applicants are invited to share the following information in their cover letter:

Your nation (people), traditional territory (place, location), and a description of your connection (belonging) to an Indigenous community (such as family name, your relationship to your community, or your cultural role). For those who are in the process of reconnecting with family, culture, or community, please provide a short description of your lived experience and community connection.

Those selected for an interview will be asked to provide supporting documentation and/or a reference that will verify their lived experience as an Indigenous person and/or their community connection. Toronto Arts Council recognizes that for those reconnecting to their communities, supporting documentation can take a variety of forms.

Toronto Arts Council/Toronto Arts Foundation is an equal opportunity employer and is committed to equity, accessibility 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 and Toronto Arts Foundation adhere to the Accessibility for Ontarians with Disabilities Act (AODA) and are 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 programmanagerhiring@torontoarts.org.

Use of artificial intelligence and technology. The Toronto Arts Council and Toronto Arts Foundation do not use artificial intelligence (AI) systems to screen, assess, select applications or inform hiring decisions. All applications are reviewed and evaluated by our human HR and hiring team, and no part of the hiring decision-making uses AI tools.