

Job Description – PROJECT MANAGER, Arts and Culture Sector

CAPACOA (Canadian Arts Presenting Association) is seeking a full-time **PROJECT MANAGER** to: steward the development of the online toolkit, Presenter's **Toolkit**, a Canada-wide initiative to bolster the training and professional development of performing arts presenters, as well as **CAPACOA-specific responsibilities** with a focus on advocacy, research, and policy and partnership development. The position reports to the Executive Director of CAPACOA and works with a committee of partner organizations.

Presenter's Toolkit is a joint initiative of RIDEAU (Réseau indépendant des diffuseurs d'événements artistiques unis), the Fédération culturelle canadienne-française (FCCF) for the Alliance des réseaux de diffusion des arts de la scène (ARDAS) and the Canadian Arts Presenting Association/ Association canadienne des organismes artistiques (CAPACOA).

Website: www.presenterstoolkit.ca

Position: Project Manager

Term: Full-time, 12 month salaried position

Location: Ottawa, ON

Salary Range: \$40,000 - \$44,000 plus benefits, commensurate with experience

Start Date: April 1st, 2010

Qualifications

- Keen knowledge of the Canadian presenting and touring sector.
- Minimum of 2 years in research and project development/management.
- Experience with online data management considered an asset.
- Good computer, communication, networking and people skills.
- Fully bilingual in English and French (written / oral).
- Availability to travel.
- Ability to work with limited supervision.
- Interest in contributing to the advancement of the field.

Responsibilities (Presenter's Toolkit)

Project Management:

- Participate in all steps of creation of the project.
- Mapping and implementation of project priorities over 12 month time frame, and providing long-term recommendations for the sustainable development of the toolkit.

- Update existing resource and identify other tools and resources currently available to sector and assess and integrate where possible.
- Establish the priorities and timelines.
- Reporting on and analysing key aspects of the project including financing.
- Profile the toolkit within the industry.
- Supervise the translation of the content.
- Respect the timelines and budgets.

Responsibilities (CAPACOA, reporting directly to Executive Director)

Advocacy:

- Consider CAPACOA's role (or potential role where none currently exists) provincially, nationally and internationally, map framework(s) to deliver key messages, etc.
- Develop policy that would guide CAPACOA through federal elections, understanding the roles of various stake holders and other associations
- Help to implement strategies, develop content for publicist/media, website and members (including networks)
- Identify research and development opportunities

Professional Development:

- Work with Membership Outreach and Development Manager, Professional Development committee and Executive Director to craft framework for CAPACOA's approach to network and membership development and support
 - Include CAPACOA's stated commitment to diversify and deepening its membership (festivals, etc.) and growing networks
- Identify appropriate programs / projects for CAPACOA to partner in and / or deliver
- Map 4 year PD plan with specific programming recommendations
- Support ongoing conference programming / visioning needs

Partnerships Development:

- Identify, connect and initiate relationships with key (national/global) stakeholders
 - To grow profile
 - To work strategically
 - To share resources
 - To develop and deliver projects
 - To serve the field in the ways in which we are not currently