



## iNDigital Space Manager

The iNDigital Space Manager works within the Artistic Programming Team. Reporting to the Festival Director, the iNDigital Space Manager is responsible for the management of the digital + interactive programs and initiatives related to the artistic presentation, artistic and industry program developments, and discourse/profile of digital and interactive media arts created by Indigenous Artists. The iNDigital Space Manager's primary focus is the iNDigital Space at the annual Festival but also contributes to year-round Artistic initiatives, including the D+I Tour and Institute offerings in collaboration with the Board Institute Committee. The iNDigital Space Manager works to increase the profile, presentation, and professionalism of Indigenous digital and interactive arts at imagineNATIVE.

### Key Responsibilities

Festival Planning and Execution, iNDigital Space, Artistic and Institute:

- With Festival Director, implement and oversee the annual tracking, submission, and selection processes for Digital + Interactive and Audio works for the Festival, Artistic programming;
- With Festival Director develop and oversee the planning and execution of any Digital + Interactive panels, workshops as part of the Festival's industry iNDigital Days;
- With Festival Director, implement any special Artistic Digital + Interactive programming for the Festival;
- Manage the development, set-up, execution, and strike of the iNDigital Space keeping within budget, technical and artistic requirements, and strategic priorities;
- Work with Operations Team with the logistics, execution, and strike of the iNDigital Space;
- Manage communication with digital + Interactive artists regarding deliverables and deadlines (exhibition copies, stills, synopsis, other info);
- Write all relevant Digital + Interactive programming content for the Festival catalogue and related marketing and/or artistic publications;
- With Festival Director, select jury members and oversee jury process for Digital + Interactive works in competition at the Festival, Artistic programming;
- Manage all contract staff associated with the iNDigital Space, including volunteers;
- Host programmed Digital + Interactive artists and related industry/special guests;
- Serve as a moderator/facilitator for any panels or workshops as required;
- Deliver post-Festival reporting, analytics, and data entry.
- Other duties as required

#### Year-Round Contribution: Institute + Artistic including the Tour

- With Festival Director conceptualize and contributes the planning and execution of any Digital + Interactive year-round panels, workshops, and activities;
- Contribute development of year-round programming keeping within budget, technical and artistic requirements, and strategic priorities;
- With Festival Director, contribute Digital + Interactive programming as part of Artistic programming including the D+I components of Tour and as part of co-presentations;
- Provide content for any materials associated with Institute and Artistic including the Tour and co-presentation activities;
- Contribute to Institute programming related to Digital + Interactive in concert with Festival Director;
- Contribute to special projects, grants associated with the Digital + Interactive department.

#### Other

- With Festival Director, develop submission, programming, and exhibition policies related to Digital + Interactive works;
- Serve as a moderator/facilitator for any panels or workshops as required;
- Contribute to grant writing for public and private sector fundraising, including final reporting, as requested;
- Organize and manage information for programming/initiatives in appropriate databases;
- Maintain project budgets within allocated amounts and provide financial updates/reports as requested;
- Oversee all associated Digital + Interactive project partners, including volunteers;
- Build relationships and partnerships with key stakeholders in the Digital + Interactive sector to achieve strategic priorities;
- Contribute and assist as a team member to maintaining the Artistic critical path as required by the Festival Director with consideration to Digital + Interactive key responsibilities;
- Prepare monthly reports for Festival Director and Board of Directors;
- Provide graphic design support as necessary.

#### **Requirements**

- 2+ years arts program development and management experience
- Background in digital and media arts, including the presentation of works (exhibition)
- Graphic design experience an asset
- Demonstrated strong written and verbal communications skills
- Strong organizational and time management skills
- Works well in a collaborative team environment
- Experience with front-facing communications and public speaking
- Ability to manage program stewardship with key stakeholders
- Ability to work within budgets
- Experience with grant writing, financial and program reporting

- Familiarity of Indigenous arts communities and their networks
- Must be available in Toronto throughout the month of August - October.

**Additional Details**

- Fixed-term Festival Employment Contract: May 29, 2023 - November 24, 2023
- Full-Time (40 hrs/week), prorated hourly rate: \$24.00, bi-weekly Salary + 4% Vacation Pay
- Position requires work-from-home capabilities with reliable internet with expectation to regularly visit on-site venue and some in-office time at the imagineNATIVE offices located in Toronto
- Submit CV and cover letter to: [employment@imaginenative.org](mailto:employment@imaginenative.org) with subject "iNDigital Space Manager"
- Position open until filled

*imagineNATIVE is proud to have a dynamic and diverse staff with the majority being Indigenous individuals. We are committed to achieving and maintaining a team that reflects and affirms the diversity of our society and works together in providing a discrimination-free environment, characterized by respect and equity, where people can realize their full potential.*

Should you require any accommodations in the application process, please contact [employment@imagineNATIVE.org](mailto:employment@imagineNATIVE.org)