



Digital + Interactive Manager

The Digital + Interactive Manager works as part of the Programming Team. Reporting to the Artistic Director, the Digital + Interactive Manager is responsible for delivering 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 Digital + Interactive Manager's primary focus is the iNdigital Space + Arcade at the annual Festival and contributes to year-round Artistic initiatives, including D+I activations for the imagineNATIVE Tour, iNdigital Youth Collective and Institute offerings in collaboration with the Board Programming Committee. Under the guidance of the Artistic Director, the Digital + Interactive Manager will work with the Digital + Interactive Assistant to increase the profile, presentation, and professionalism of Indigenous digital and interactive arts at imagineNATIVE.

Key Responsibilities

- Conceptualizing and design layout for the iNdigital Space + Arcade for the annual Festival
- With the Artistic Director, develop and oversee the planning and execution of any Digital + Interactive panels, workshops, and networking events as part of the Festival's iNdigital Days;
- With Artistic Director, implement any special Artistic Digital + Interactive programming for the Festival.
- With Program Manager, oversee jury process for Digital + Interactive works in competition at the Festival, Artistic programming;
- Manage all contract staff associated with the iNdigital Space, including assistants and volunteers;
- Manage the development, set-up, execution, and strike of the iNdigital Space keeping within budget, technical and artistic requirements, and strategic priorities;
- Host programmed Digital + Interactive artists and related industry/special guests;
- Deliver post-Festival reporting, analytics, and data entry.
- Manage all Digital + Interactive artist fee payments

Year-Round: Institute + Artistic including the iNdigital Youth Collective and Tour

- With Program Manager develop and oversee the planning and execution of any Digital + Interactive year-round panels, workshops, and activities;
- Manage the development, set-up, execution, and strike of year-round online + in-person Digital + Interactive programming keeping within budget, technical and artistic requirements, and strategic priorities;

- With Program Manager, contribute Digital + Interactive programming as part of Artistic programming including the D+I components of iNdigital Youth Collective, Tour and as part of co-presentations;
- Provide content for any materials associated with Artistic programming including the iNdigital Youth Collective, Tour, and co-presentation activities;
- Contribute to Institute programming related to Digital + Interactive in concert with Program Manager;
- Contribute to special projects, grants associated with Digital + Interactive programming;
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 - Assess where the project left off, determine possible avenues for the next iteration, and assist in securing funding (grant writing etc.) for the selected path.
 - Liaison with the Production Manager and other producing partners to ensure additional support is secured for the successful completion of the projects (ongoing until project end)
 - Lead the presentation for the exhibition of works at the imagineNATIVE Film + Media Arts Festival (June 2-7, 2026)

Other

- With Artistic Director and Program Manager, collaborate to develop submission, programming, and exhibition policies related to Digital + Interactive works;
- 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;
- Contribute and assist as a team member to maintaining the Artistic critical path as required by the Artistic Director + Program Manager with consideration to Digital + Interactive key responsibilities;
- 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 located in Toronto for install and strike of the iNdigital Space + Arcade and throughout the week of the in-person festival. (May 31 - June 8, 2026)

Additional Details

- Fixed-term Contract: November 24, 2025 - July 31, 2026
- PT (24 hrs/week), prorated hourly rate: \$34.50, bi-weekly Salary + 4% Vacation Pay

- Position requires work-from-home capabilities with reliable internet with expectation to regularly visit on-site venues and some in-office time at the imagineNATIVE offices located in Toronto
- Submit CV and cover letter to: employment@imagineNATIVE.org with subject "Digital + Interactive 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.