

## CALL FOR APPLICATIONS: ARTIST SERVICES MANAGER

Application Deadline: September 20, 2020 at 5 PM

The Inuit Art Foundation is seeking an Artist Services Manager to join the Artist Services team who is passionate about art and artists and the creation of innovative, responsive and agile programming. The ideal candidate for this role is a skilled manager with exceptional organizational skills, a quick learner with a willingness to acquire new skills and knowledge and the ability to envision new programs and structures.

The Inuit Art Foundation, established in 1987, is a national arts service organization serving Inuit artists and publisher of the *Inuit Art Quarterly*, the sole magazine dedicated to circumpolar Indigenous art.

### **The Role**

The Artist Services Manager is the departmental lead for the Artist Services team, responsible for executing the IAF's award and scholarship streams, managing program staff and overseeing the launch and reporting of pilot projects to better deliver capacity building initiatives to artists. The Artist Services Manager will work closely with the Executive Director and the Strategic Initiatives Director to ensure the IAF is offering innovative programs and supports that best serve Inuit artists, today.

This is a new role in the IAF, as it works to expand its suite of artist service programs. The successful candidate can work anywhere within Canada, including Inuit Nunangat.

### **Responsibilities:**

- Lead the IAF's award and scholarship programs, the Kenojuak Ashevak Memorial Award, the Watt Scholarship and others in development, including promotion, recruitment and reporting;
- Supervise all Artist Services staff, ensuring the team is working cohesively and collaboratively;
- Develop and oversee and launch of an artist-specific support platform, workshops and other new initiatives;
- Develop and cultivate partnerships with other institutions to support programming effectiveness;
- Support program effectiveness, including the creation of budgets, timelines and benchmarks for artist exchanges, engagement initiatives, conferences and other programming; and
- Serve as the primary liaison on project-specific advisory committees.

### **Qualifications:**

- Minimum 2-3 years experience in a programming role, with strong project management skills and a passion for working with artists;
- Demonstrated commitment to supporting Indigenous self-determination in the arts, with an understanding of the unique conditions artists face throughout Inuit Nunangat;
- Previous experience managing staff, including onboarding, performance assessment and providing regular feedback;

- Demonstrated strong organizational skills with the proven ability to meet deadlines, prioritize multiple competing tasks, and clearly communicate with teams, both internal and external;
- Proven ability to engage various stakeholders and identify and recruit participants for events, committees and other programs; and
- Comfortable working within Apple and Google environments, with proficiency in Microsoft Office, Adobe Suite (particularly InDesign, InCopy and Photoshop, and adaptable to learning new skills and media as required).

Prior experience with Inuit art will be considered a strong asset, but is not a requirement.

If you don't possess all the skills listed above but are enthusiastic about the position, please don't hesitate to apply. We support diversity and inclusion in our work and are interested in diverse candidates with varied experiences, and not only in those who might fit the description above. Please note that this role may be filled remotely, but the successful applicant must be located and eligible to work within Canada.

We value employment equity and strongly encourage applications from Inuit and other Indigenous, Black and racialized people; people with disabilities; all genders; and the LGBTQ2S+ community. If you require accommodation in the recruitment process, please let us know by email at [hr@inuitartfoundation.org](mailto:hr@inuitartfoundation.org).

**Status: Permanent, Full-Time**

**Salary: \$55,000 annually + benefits package**

Interested applicants should submit a letter of intent, resume and 1-2 page writing sample as a single pdf with the subject "Artist Services Manager" to [hr@inuitartfoundation.org](mailto:hr@inuitartfoundation.org) by 5PM on September 20, 2020. Your interest in this opportunity is appreciated; however, only those candidates selected for an interview will be contacted.

**Why Join Us**

We are a motivated and enthusiastic team, driven by our mission to support and share Inuit artistic excellence. You will be surrounded by hardworking and dedicated team members who share the common vision of the arts ability to transform lives. You will bring the best of circumpolar art to the world, increasing the visibility of artists and cultural workers in national and international contexts.

We value curiosity and creativity in our team, and believe in life-long learning. We are committed to professional development via hands-on training, mentorship, conference attendance, in office workshops and travel opportunities. We know a strong workplace is rooted in mutual respect and believe that diversity and inclusion are crucial to our shared success.

Located in the Junction Triangle neighbourhood in Toronto, ON, the IAF's newly renovated, bright and airy main offices are located in an accessible, converted heritage building, adjacent to the West Toronto Railpath. As a national charity, the IAF supports a team of employees working across Canada with effective remote working tools and equipment.

The Inuit Art Foundation's main office is located on the ancestral and traditional territories of the Mississaugas of the Credit, the Haudenosaunee, the Anishnaabe and the Huron-Wendat, the original owners and custodians of this land. Today, this place is home to many, including a diverse urban Indigenous community of Inuit, First Nations and Métis.

**About the IAF**

Established in 1987, the Inuit Art Foundation is a non-profit, Inuit-led charity providing support to Canada's Inuit art communities. The sole national organization promoting Inuit art within Canada and internationally, the IAF advocates on behalf of artists and works to enhance the appreciation and interpretation of Inuit art.