



1859 Kingston Road,
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Registered Charitable No.:
1326 89704 RR0001

Are you a passionate non-profit leader with a desire to make a positive impact in the local community? Are you seeking an opportunity to bring your vision and expertise to an established local arts service organization? Are you conscientious about the needs of the local community with a desire to develop meaningful and relevant projects / programs representative of the multicultural diversity of Scarborough, and linking its storied past with key issues facing the community today?

If so, Scarborough Arts is looking for you!

We are currently hiring a dynamic, energetic and passionate Program Manager to join our team. Please review the job description below for full application details.

Application Deadline: June 30th, 2019, 11:59pm

Salary: \$42,000 - \$45,000 (commensurate with experience)

Schedule A

Scarborough Arts

Scarborough Arts, a non-profit charitable organization, serves the Scarborough community by developing, delivering, and promoting innovative arts programming and cultural initiatives in collaboration and partnership with the community. We bring artists to the community, and community to the arts.

Job Title: Program Manager

Reporting: Executive Director, Scarborough Arts

Position Description:

An integral part of the team at Scarborough Arts, the Program Manager (PM) reports to the Executive Director. Responsible for the delivery and management of community-based programs, with keen supervision and strong leadership capabilities, the Program Manager leads the development, management, and delivery of new programs and educational community initiatives. The Program Manager provides supervision, leadership and direction to the staff team and organization. The PM is responsible for community outreach, program development and delivery, monitoring, reporting and evaluation, grant writing and fundraising, and collaborating with community partners. The Program Manager is responsible for engaging community members and prospective program participants, while working closely with a

specialized team of Program Facilitators, Assistants, Co-op Students and Interns to enhance and cultivate creativity and community-building in Scarborough. Additionally, the PM will have key responsibilities around supporting the grant writing processes within the organization and providing programming content, data and reporting for grants, sponsorships and other fundraising initiatives.

The PM is required to have experience delivering high-quality arts and cultural programming in the community and/or knowledge of community arts best practices. The PM must bring with them an in-depth knowledge of the demographics, communities, services and resources available in the Scarborough community and surrounding regions. We are seeking a candidate who is passionate about program development and delivery, and who possesses the necessary vision and oversight to manage a complex series of programs and to contribute to the overall strategic plan and vision for Scarborough Arts. Candidates will be excited about proactively bring ideas and concepts for program enhancements to our existing roster of programming, with considerations for the diverse, multicultural needs of the Scarborough community and the short- and long-term strategic vision of the organization.

Police Background Check / Vulnerable Sector Check, valid 'G' Driver's License and access to a vehicle required. Due to the nature of our work and the vastness of Scarborough, the PM must either have a vehicle, or regular access to a vehicle in order to effectively and efficiently complete daily tasks and obligations.

Duties:

Programming

1. Develops, manages, and supports the delivery of all Scarborough Arts' programs/workshops (this may include Healthy Arts for Seniors, EAST: Youth Collective, Reel Scarborough, SA Suites, The Annual Juried Exhibition, Annual General Meeting, etc.), activities (music, dance, visual art and photography, theatre, spoken word, writing / literature, comedy, filmmaking, inter-/multi-disciplinary arts practices, etc.), special events (co-productions, festivals, events, Bridging Festival, etc.), and projects (Cultural Hotspot, Nuit Blanche, Doors Open, Culture Days, Scarborough Sign, etc.), among other initiatives and advocacy efforts.
2. Actively builds program audiences by managing and enhancing program/project enrolment, participation and attendance
3. Identifies evolving trends and opportunities for new program development in response to the skill development and personal growth objectives of the community, as well as to align with the short- and long-term strategic vision of Scarborough Arts
4. Contracts program facilitators, and provides access to the resources (time, spaces, budget, personnel) required to effectively operate programs.
5. Establishes the goals and objectives for each program, sets the standards of performance required for facilitators and staff, trains facilitators and staff, and determines benchmarks / measures of success.

6. Prepares program reports for the Executive Director to meet funder and organizational timelines and requirements; delivers updates / reports to the Board of Directors on a regular basis.
7. Engages community and youth leaders (staff, interns, summer staff / Canada Summer Jobs, and volunteers) in program development, delivery and assessment.
8. Provides significant program visioning to build the Scarborough Arts brand and quality of programs delivered.
9. Possesses substantial knowledge of local artists, organizations, and services
10. Maintains strong and mutually beneficial relationships with local artists, organizations and services

Community/Client Relationships

1. Works closely with current and potential community partners to build, strengthen, and enhance relationships, to engage new and diverse audiences and develop collaborative programming.
2. Initiates community outreach by liaising with schools, community and arts organizations/coalitions/guilds, and agencies as a representative of Scarborough Arts.
3. Consults with Scarborough Arts members and the community on program development where possible.
4. Participates in arts, cultural and economic development advocacy work as required, promoting Scarborough Arts to the local and broader community (GTA).

Supervisory

1. Manages a changing team of program facilitators, program staff, co-op students, interns, summer students and volunteers on various aspects of the program portfolio and ensures that they are supported in their key roles
2. Works closely with the ED to coach and mentor the program team, and reports to the ED on these relevant HR matters on a regular basis
3. Fosters a safe and supportive work environment for facilitators, staff, co-op students, interns, volunteers, and participants as an essential part of Scarborough Arts' mission

Financial, Operations & Administrative

1. Participates in staff meetings, program planning, and strategic planning and provides data to the ED for decision making
2. Creates and manages program budgets based on annual budgetary allotments, tracking and maintaining up-to-date information on both actual and projected expenses, and presents interim and final program budgets to the Executive Director for approval.
3. Provides substantial input during the annual budget planning cycle to ensure growth, sustainable capacity, and stability
4. Administers all aspects of program delivery and contributes to the operational health of the organization
5. Manages the systemic recording, analysis and reporting of financial and statistical information as a basis for planning, program assessment and legal compliance

6. Works with the ED to prepare and submit funding applications and sponsorship proposals, for the continuation of current programs and the development of new programs.
7. Creates, manages and supports an effective system for strategic program outcomes management through planning, goal setting, tracking, measurement, analysis and reporting.

Demands:

Knowledge / Skills / Abilities / Qualifications:

1. Key attributes: Passion, vision, teamwork, flexibility, strategic thinking, willingness to learn and grow both personally, and professionally, ability to assess current programs and enhance programming life cycle for years to come
2. Strong and highly-developed interpersonal, organizational and communication skills; self-awareness and emotional intelligence an asset
3. Ability to thrive in a demanding non-profit environment with competing deadlines and shifting priorities
4. An enthusiastic approach to working with marginalized groups and suburban communities through various arts/media as a vehicle for community, arts and cultural development and regional economic growth
5. Expertise in program planning, design and delivery, including goal setting, evaluation methodologies and benchmarking
6. Embodiment of Scarborough Arts mission to bring arts to the community and community to the arts

Working Environment

The Program Manager typically works at Scarborough Arts' office at 1859 Kingston Road, Scarborough, ON M1N 1T3, although there are regular times the incumbent will be off-site at schools, community centres, local businesses and constituency offices, facilities operated by partner organizations, and other locations in the community. This community-based work often includes program/event planning, program delivery, and liaising with community partners, members and stakeholders.

While the majority of the responsibilities will take place during regular operating hours (9:00am – 5:00pm Monday – Friday), there will often be occasions when weekend and evening duties will be required and scheduled. It is expected that the Program Manager be available to staff / attend these events and activities where possible, and to act as an ambassador for the organization.

All time worked in excess of 44 hours/week will be compensated with lieu time in accordance with the *Employment Standards Act*, and the approval of the Executive Director so as not to affect the programming schedule.



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This is a one (1) year contract position leading to permanent full-time employment. The probationary period for this position is set at 180 days and/or 6-months.

Submitting Your Application:

Please review the job description in detail and send your application package to:
hello@scarborougharts.com.

Applications must include: 1.) Cover Letter, 2.) Resume and 3.) Three [3] Professional References all merged into one [1] PDF document and submitted electronically via email.

Please ensure your application email Subject Line reads: **"Attn: Executive Director - SA Program Manager Application - FIRST NAME / LAST NAME"**

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