



## **ICAI Job Description – Programs Manager**

**\$20/hr, 20 hours/month**

**15 months renewable contract position (February 2021 – April 2022)**

### **ABOUT US**

The Immigrant Council for Arts Innovation (ICAI) is an arts council based in Calgary, Alberta. Founded in January 2019 with the purpose of connecting immigrant artists and creative professionals to the existing arts community in Calgary. We strive to provide resources and information that would assist immigrant artists turn their passion and creativity into thriving careers or businesses.

ICAI actively encourages diversity of expression and culture through the creation of a safe and welcoming community hub where newcomer and immigrant artists feel free to express their distinct cultural identities through their arts.

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### **SUMMARY**

ICAI is currently looking for an independent and experienced programs manager to manage the first cohort of the Immigrant Arts Mentorship Program (IAMP) in Calgary. Reporting to the Executive Director, the Program Manager is a crucial member of the ICAI team.

In collaboration with the Executive Director, you will be involved in the development and delivery of the new program with solid strategy and experience. As a key personnel in the program, you are able to make decisions on your own and be independent in carrying out the necessary actions needed for program delivery.

### **JOB DUTIES OUTLINE**

- Work with ICAI's Executive Director to manage the mentorship program, from application process to program delivery
- Support in preparing guidelines and other documents needed to manage the mentorship program
- Work effectively as the liaison between mentees and mentors before, throughout and at conclusion of the mentorship match
- Assist in developing and implementing evaluation process for the program
- Set work plans, prepare meeting agendas/meeting minutes
- Create mentor/mentee orientation materials
- Organize virtual and physical events (when it is safe to do so)
- Create and complete all program and project reporting including qualitative and quantitative reports for program funder



- Develop and maintain a comprehensive inventory of the education, skills and experiences of participating mentees
- Record, track and follow-up on all matches

### **REQUIREMENTS:**

- Clear understanding of the barriers to employment faced by immigrant artists in Calgary is an asset
- Knowledge of Google based platforms
- Post-secondary Degree or Diploma in Arts Management, non-profit sector, or artistic discipline. Volunteer experience in a related non-profit setting is also acceptable
- Strong and independent decision making skills
- Experience in developing and implementing programs is a must
- Excellent communication skills, both written and oral
- Knowledge of the Calgary Arts Community is a great asset
- Proficient in working with spreadsheets and presentation softwares
- Experience working within databases to enter, maintain, track and record mentor and mentee data is an asset
- Self-starter with excellent organization, planning and time management skills to achieve goals with ability to coordinate activities as part of an integrated team
- Strong communication skills (verbal and written) using effective tools and techniques.
- Excellent time management skill is highly required
- Demonstrated interest in contemporary art, art history, arts administration, public programming, community outreach, or other relevant and related fields

### **WORKING CONDITIONS**

- The Program Manager would be working remotely which comes with a lot of flexibility, but some activities such as events may require being physically present on different sites. The programs manager will also be expected to use their personal computer and internet.
- The position may sometimes require flex hours, that might include some evenings and weekends as required in order to monitor/facilitate program activities.



## WHY JOIN US:

We are a team of passionate community arts professionals, driven by our mission to develop transformative creative culture and socially engaged and inclusive community arts programming.

As a team we value creative thinking, collaboration and believe in supporting one another.

We are committed to the well-being of our staff, volunteers, and program participants.

We know an effective organization and workplace culture is developed through mutual respect and believe that equity, diversity and inclusion are crucial to our shared success.

ICAI is an equal opportunity employer and we approach hiring practices through an anti-racist, anti-oppression equity lens.

## HOW TO APPLY:

Interested applicants should submit a cover letter and resume to [admin@icaionline.org](mailto:admin@icaionline.org). **Applications without a cover letter will not be considered.** Please respond with your interest by Friday, January 22nd, 2021, with the subject Line: ICAI Programs Manager – Your Name.

Please note that there is potential that this position may turn into a full time role to oversee other ICAI programs in the next few weeks.

Thank you for your interest in this opportunity, however, only those persons selected for an interview will be contacted. In all aspects of the selection process, accommodations are available upon request. Interviews will be conducted via zoom. No phone calls please.