



#416 – 268 Keefer Street •
Vancouver, BC Canada • V6A 1X5 •
Tel: 604-683-0497 •
info@fullcircle.ca • www.fullcircle.ca •

Full Circle: First Nations Performance Society

Job Title: Program Manager
Reports to: Artistic and Managing Director
Term: Year Round, permanent, 5 days per week

Organization Description: Full Circle: First Nations Performance is a Vancouver-based non-profit performing arts society incorporated in BC in 1992. The company's mandate is to create opportunities for Aboriginal artists, writers and performers. FC programming activities include: production of an annual Talking Stick Festival featuring artists from a variety of disciplines; development of original performance work and workshops for both local presentation and touring; professional development activities for artists in the FC Ensemble.

While our signature event has been the annual Talking Stick Festival, our recent move to the Artscape hub at the Sun Wah building has come with a studio space that we intend to activate with year round programming. Other year-round programs include our school series Moccasin Trek, Indian Acts, Ensemble Program and Music Programming along with other Creative projects & productions.

The Program Manager has the following primary accountabilities:

1. **Artistic Planning:** Acts as a resource to the Artistic and Managing Director in artistic visioning, research and meeting with artists and oversight of society curators. Responsible for planning and execution of all educational and outreach programming. Oversees the planning, implementation, and evaluation of the organization's programs, projects, and services.
2. **Communications:** Oversees execution of marketing and communications plan to include managing deliverables of the social media, marketing and publicity contractors.
3. **Grant-writing:** Research of funding sources for new program development, provides documentation, writing and final report support for project grants
4. **HR management:** Oversees work plans of marketing, social media and publicity contractors, all society curators, and artistic intern. Takes the lead on hiring of Talking Festival production personnel in collaboration with the Artistic and Managing Director
5. **Office Management:** Statistic creation and reporting
6. **Financial management:** Budget preparation and ongoing budget management for educational programs. Facilitates budget development by the curatorial team.
7. **Protocol Development:** Assists the Artistic Director as needed
8. **Development Direction:** Presentations as needed



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9. **Production Management:** Assists in hiring and supervision of Talking Stick Festival Production Manager
10. **Cultural Ambassador:** Meetings with sponsors and partners
11. **Education and Training:** Coordination of Repertoire and Ensemble Training, mentoring emerging artists
12. **Leadership:** Establishes and maintains positive working relationships and collaborative arrangements with community groups, artists, and other organizations to help achieve the goals of the Society. With the Artistic and Managing Director and Operations Manager is a member of the senior leadership team for the Society
13. **Planning:** Identify, assess and communicate internal and external issues that affect the Society and participates in long term planning. Develop an annual operational plan that works toward the strategic direction of the organization.

The employee will demonstrate the following competencies (descriptions attached):

1. Innovation
2. Delivering Results
3. Planning and Organizing
4. Team Leadership

QUALIFICATIONS

- Three to five years senior non-profit management experience (or equivalent).
- Strong organizational abilities including planning, delegating, human resource management, program development, and task facilitation.
- Authentic leadership with demonstrated ability to oversee and collaborate with staff.
- Exceptional relationship-building and team-building skills.
- Ability to interface with and engage diverse artist, volunteer, and stakeholder groups.
- Strong written and oral communication skills
- Ability to work flexible hours.
- Experience in non-profit organizations, theatre production, marketing, sponsorship, fundraising, event planning, box office systems, and equity, diversity, and inclusion are all desirable.
- Degree in theatre or equivalent experience is preferred.
- Experience working in a festival environment is preferred



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HOW TO APPLY:

Please email your application package, including a cover letter and resume, to: info@fullcircle.ca

DEADLINE: MARCH 2, 2020 with an anticipated start date after April 1, 2020.

Full Circle: First Nations' Performance Society is committed to recruiting a diverse workforce that represents the community we so proudly serve. We encourage applicants from diverse backgrounds, including Black, Indigenous, and People of Colour applicants, all genders, nationalities, and persons with disabilities.

REMUNERATION: \$45,000 TO \$55,000 (commensurate with experience).