



Media Arts
Network of Ontario
Réseau des
arts médiatiques
de l'Ontario

The Media Arts Network of Ontario: JOB OPENING

Managing Director (part-time)

Posting Closes: August 6, 2013

The Media Arts Network of Ontario/Réseau des arts médiatiques de l'Ontario is a growing arts service organization providing professional development, networking, and advocacy for the province's media arts sector. Recently awarded a three-year Trillium Foundation grant, as well as a number of project grants, the organization will host a bi-annual symposium in Ottawa in November of 2013, as well as undertaking new province-wide initiatives.

Reporting to the Board of Directors, the Managing Director will oversee all aspects of the MANO/RAMO's fiscal and organizational activities.

Key Responsibilities Include:

- Grants management: annual grant and report writing activities; creating strategic initiatives aligned with granting priorities; communicating with funders; tracking and evaluating performance; maintaining knowledge of media arts sector funding changes at all levels of government.
- Financial management: creating budget projections and managing cash flow; balancing budget annually; working with a bookkeeper to maintain up-to-date books; overseeing annual financial review engagement; financial reporting to Board of Directors.
- Symposium delivery: overseeing the successful execution of a bi-annual media arts symposium; collaborating with partner organizations on session development and program publication; managing support staff to coordinate event logistics; host Annual General Meeting.
- Program development: developing a series of professional development for communities across Ontario; creating partnerships with existing organizations for program delivery; travel to provincial constituencies when necessary.
- Communications activities: spearheading website redesign project, gaining feedback from member organizations; managing advocacy initiatives on behalf of members; representing members to government and funding agencies; overseeing member communications, including newsletters.
- Organizational development: continuing to spark new discourse, dialogue and collaboration among the network of Ontario media arts professionals; seek new opportunities for funding, programming and outreach; create new models for arts service delivery.

Skills and Qualifications:

- Minimum four years experience in the media arts or non-profit arts sector;
- Strong grant and proposal writing experience, with knowledge of arts funding programs in Ontario and Canada;
- Budget management experience, with an understanding of basic accounting principals and how to create and monitor budgets and cash flow;
- Experience delivering arts or professional development programming;
- Experience creating promotional copy and materials;
- Knowledge and experience working with a Board of Directors;
- Ability to self-direct and set ongoing goals and objectives;
- Capable of managing a team of contractual staff;
- High-level communication skills including writing, public speaking and engaging diverse communities;
- Ability to travel and attend evening events as needed;
- Word Press experience an asset;
- Fluency in both official languages an asset.

Employment Terms:

- This is a year-round part-time position of 3 days per week (increasing to 4 during November for symposium);
- Salary range is subject to confirmation of hours and commensurate with experience;
- Flexible part-time working hours, with office space provided at the Centre for Social Innovation.

Deadline: Friday, August 6, 2013

Apply with cover letter and resumé to the attention of the Hiring Committee:
director@mano-ramo.ca

The Media Arts Network of Ontario is an equal opportunity employer.
For more information about our organization please visit our website at www.mano-ramo.ca

We thank all applicants for their interest, however, only those selected for an interview will be contacted.