



## JOB POSTING

**Position:** ArtWorksTO, Program Lead, Indigenous Cohort  
**Type:** Full-time 1-year contract  
**Reports to:** Manager, Experiential Learning  
**Direct Reports:** None  
**Expected Starting Salary:** \$65,000  
**Start Date:** March 10, 2025

*Toronto Arts Council & Toronto Arts Foundation meet or exceed the standards set by Ontario Living Wage.*

### Summary:

The ArtWorksTO, Program Lead, Indigenous Cohort will play a key role in the development and implementation of the Indigenous cohort within the ArtWorksTO program. This role involves coordinating the advisory group, facilitating design sessions, and supporting ArtWorksTO partners in building and maintaining partnerships. The Program Lead will ensure that the program is culturally grounded, community-driven, and inclusive, with a focus on meaningful engagement with Indigenous artists and communities.

### Responsibilities:

#### Advisory Group Coordination:

- Develop and implement a recruitment strategy for the program that aligns with Indigenous protocols, ensuring respectful engagement with communities, inclusion of cultural values, and collaboration with Indigenous communities
- Build and maintain strong relationships with Indigenous artists, cultural leaders, and community members.
- Coordinate and facilitate meetings for the Indigenous advisory group, ensuring their voices are heard and integrated into all aspects of the cohort development.
- Facilitate meetings/sessions, including preparing agendas, tracking meeting minutes, and sharing follow ups with the team.

#### Program Design:

- Assist in the design and planning of workforce development program for indigenous artists who are 18-29 years of age that includes professional development sessions, mentorship and post-secondary training and ensure they reflect Indigenous knowledge,

teachings, and worldviews. Including the development of critical path for the program based on advisory recommendations.

- Facilitate the design charettes or sharing circles that are culturally safe, inclusive, and relevant to the needs of the Indigenous cohort, in collaboration with advisory
- Research best-practices and complete an environmental scan of similar or relevant programs
- Ensure that all programming honors the diverse perspectives and traditions of Indigenous peoples.

#### **Partnership Development:**

- Support the development and nurturing of partnerships with Indigenous organizations, communities, and allies to enhance the cohort's reach and sustainability.
- Collaborate with program managers to create strong, respectful relationships with external partners, ensuring that all collaborations are mutually beneficial.
- Identify new opportunities to bring resources and expertise to the cohort, while ensuring alignment with Indigenous cultural values.

#### **Program Implementation and Support:**

- Assist with the day-to-day operations of the Indigenous cohort, ensuring smooth coordination and implementation.
- Work with the team to monitor the program's progress, ensuring it is aligned with both the goals of ArtWorksTO and the needs of Indigenous participants.
- Provide support and guidance to participants, ensuring they are able to engage in the program fully and feel supported throughout the process.

#### **Administrative and Logistical Support:**

- Assist with the logistical aspects of the program, including scheduling meetings, event coordination, participant check in and database updates.
- Ensure that all administrative work respects Indigenous traditions and is culturally appropriate.
- Prepare reports and other materials that reflect the successes and challenges of the program, ensuring transparency and accountability.

#### **Key qualifications:**

##### **Cultural Knowledge and Experience**

- A deep understanding of Indigenous cultures, traditions, and community values, including a commitment to reconciliation and decolonization.
- Experience working in collaboration with Indigenous communities, artists, and organizations.
- Familiarity with the diverse Indigenous communities in Toronto and their specific cultural practices is an asset.

##### **Skills and Abilities:**

- Strong interpersonal and communication skills, with the ability to work respectfully and collaboratively with Indigenous peoples.
- Ability to organize and facilitate group discussions, meetings, and sessions with sensitivity to cultural protocols.
- Ability to navigate complex relationships and partnerships with cultural humility and respect.
- Organizational skills, with the ability to manage multiple tasks and priorities.
- Experience in arts, culture, workforce development or community-based program coordination.
- Fluency in an Indigenous language is an asset but not required.

Priority in hiring will be given to qualified persons who self-identify as Indigenous, First Nations, Metis and Inuit

**To apply:** Please submit a cover letter and resume in a **single pdf attachment** to Angie Aranda, Senior Manager, Arts and Community Development, at [angie@torontoarts.org](mailto:angie@torontoarts.org), with subject line: ArtWorksTO, Program Lead, Indigenous Cohort, by end of day **Friday, February 14, 2025**.

*Toronto Arts Council/Toronto Arts Foundation is an equal opportunity employer and is committed to diversity and inclusiveness in its employment. We welcome applications from individuals who identify as belonging to our equity priority groups: Persons of Colour, Deaf Persons, Persons with Disabilities, Persons Living with Mental Illness, Indigenous, and 2SLGBTQIAP.*

### **Accessibility**

Toronto Arts Council/Toronto Arts Foundation adheres to the Accessibility for Ontarians with Disabilities Act (AODA) and is committed to providing an inclusive and barrier-free experience to candidates with accessibility needs. Requests for accommodation can be made at any stage of the recruitment process and may include:

- Providing alternative formats of this document on request (audio transcript, ASL video).
- Accepting applications in point form, through video and/or voice memo.
- ASL interpretation, captions on Zoom, or meeting by phone for candidates selected for an interview.
- Other accommodation as requested.
- If you require accommodation, please send an email to [angie@torontoarts.org](mailto:angie@torontoarts.org).