



JOB DESCRIPTION

Artistic Director – Storytellers Festival

Sâkêwêwak Artists' Collective

Sâkêwêwak Artists' Collective is a non-profit artist-run centre whose mandate is to support and facilitate the development of contemporary Aboriginal arts practices. In order to carry out our mandate, Sâkêwêwak delivers projects in three streams of programming – Presentation, Professional Development and the Resource Centre.

Reporting directly to the Program Coordinator, the Artistic Director will be responsible for facilitating the short-term programming objectives for specific projects of the organization in certain areas of: project planning and support; proposal writing; policy development and the financial management of projects.

Roles & Responsibilities

A) Program Support

- Facilitate the organization's artistic objectives by providing program support and by carrying out the short-term programming plan for the Storytellers Festival;
- Arrange and execute all artist agreements and agreements for production and technical services relating to projects;
- Provide support to and work directly with Project Assistants, Partners, Artists and participants to deliver and/or assist in project development and delivery;
- Consult with community stakeholders and conduct research to identify needs and develop strategic initiatives for the development of contemporary arts programming;
- Be jointly responsible with the Program Coordinator for the preparation and submission of all grant applications relating to funding for projects;
- Be primarily responsible for the preparation and submission of all final reports relating to funding for projects;
- Oversee and facilitate the documentation of projects and the collection of data for the purposes of project evaluation from Project Assistants, Partners, Artists, and participants on a regular schedule;
- Promote project activities and recruit participants.

B) Budgetary and Financial Management

- Provide artistic vision and expertise to the Program Coordinator and Administrative Coordinator for the purposes of funding applications, project budgets, and core budget planning;
- In cooperation with the Program Coordinator, prepare project budgets; manage the expenditure of all project budgets and completion of Final Reporting requirements to the funding agencies.

Salary

To be Determined

Application Procedure:

Please fax your application to 306 780-9486 or mail to Sâkêwêwak Artists' Collective Inc. 2431 8th Ave. Regina, SK. S4R 5J7

Closing Date:

July 30th, 2008