

## Manager of Programs and Development

Are you passionate about storytelling and storytellers? Do you have a genuine interest in the training and mentorship of content creators?

We are seeking an exceptionally organized Indigenous manager of programs and development to develop and manage several key training programs supporting Indigenous storytellers from across Canada.

**Job title:** Manager of Programs and Development

**Reports to:** Director of Operations

**Location:** Winnipeg, Manitoba

**Status:** Full-time, salaried with benefits

**Application deadline:** Monday, August 29 @ noon CT.

### The organization

Propelled by a visionary network of donors, private and public organizations, staff and board, the National Screen Institute supports creators from across Canada to tell unforgettable stories. Through industry-informed training and mentoring in film, television and digital media, our students and alumni find their voice and place on the global stage, inspiring us to shape a better world.

The ideal candidate has a strong understanding of and respect for Indigenous knowledge, cultures and traditions. They value equity, diversity and inclusion, and are knowledgeable about these issues. They will be a supporter of the [values which guide the work of the National Screen Institute](#), have experience working cross-culturally and be committed to serving storytellers from underrepresented communities.

The National Screen Institute has a remote work / hybrid policy which allows employees the flexibility to work remotely. All employees are required to be fully vaccinated and able to provide official verification before their first day of hire.

## **JOB OVERVIEW**

Working with senior administration as a member of the program management team, the manager of programs and development is expected to oversee the administration and delivery of Indigenous programs with specific duties as follows:

## **RESPONSIBILITIES AND DUTIES**

### **Program development**

- Research and design curricula as required
- Work with industry to determine training needs
- Participate in and contribute to strategic planning
- Attend industry events as applicable and as budget allows

### **Program management**

- Manage several existing training programs
- Initiate calls for applications to training programs
- Coordinate and take part in the participant selection process and selection committees as needed
- Conduct participant needs assessment and preparation for training sessions
- Coordinate online and in-person training sessions
- Identify and book external training experts (associate faculty)
- Work closely with associate faculty during training and liaise with them throughout the year as needed
- Carefully match participants to mentors as needed taking into account the unique, individual needs of each participant
- Be available to participants to troubleshoot and provide support at all stages of training
- Travel for in-person training sessions as needed
- Manage program expenses, budgets, contracts and invoices as required
- Liaise and build relationships with program partners as required
- Deliver interim and final reports
- Work with staff to coordinate the release of program news
- Follow policies and procedures

## Skills and qualifications

- Experience designing curriculum
- Ability to identify skills that need to be covered in a training program and appropriate associate faculty to deliver training and / or mentorship
- Experience in program and project management
- Knowledge of story development
- Demonstrated experience as a strong multi-tasker, problem solver and troubleshooter
- Exceptional interpersonal communication skills
- Ability to sensitively provide fair feedback
- Ability to provide mentorship
- Experience working with budgets
- Ability to work individually and as part of a team
- Established relationships within the digital media, film and television industries
- Experience writing proposals and reports
- Genuine interest in the training and mentorship of content creators

## Professional competencies

- Problem solver
- Organizer and planner
- Initiator
- Ability to juggle many projects at once
- Flexible and adaptable
- Relationship builder
- Confidence builder
- Team player and collaborator
- Trustworthy and respectful
- Passionate
- Ability to make assessments and coach
- Caring and inclusive

We encourage you to review the National Screen Institute [website](#) prior to applying.

The National Screen Institute is committed to supporting individuals from underrepresented communities including Black, Indigenous, People of Colour, women, lesbian, gay, bisexual, transgender, queer or questioning and two-spirit (LGBTQ2S+), people with disabilities, those

outside large urban centres, those from regional and remote areas and various religious groups. Please let us know if you identify with any of these on your application.

Please submit a resume indicating relevant experience and a cover letter expressing your interest in the position to [careers@nsi-canada.ca](mailto:careers@nsi-canada.ca) by Monday, August 29 @ noon CT.

The National Screen Institute thanks all candidates for their interest. Only those selected for interview will be contacted.