

Overview

Organization: Victoria Poetry Project
Website: www.victoriapoetryproject.com
Position: Artistic & Managing Director
Status: 1-year Contract, Part time
Contract Fee: \$9,600 (\$25/hour)
Hours: 380
Start Date: September 1

Organization Description

Victoria Poetry Project Society (aka. VPP) is a small not-for-profit arts organization based in Victoria, BC. VPP produces a series of spoken word open mics (Tongues of Fire) from September to May; an annual festival of youth spoken word arts (Victorious Voices) in April; and poetry-based workshops for schools and the public. Through its programming, VPP aims to provide CRD and Vancouver Island audiences access to professional and emerging spoken word artists from across Canada; to provide community members of all experience levels a stage to share their own poetry; to encourage and facilitate dialogue between spoken word and other artistic communities in Victoria; and to welcome and encourage diverse voices in the spoken word community and at VPP events. In accordance with our community values, we strive to challenge racism, sexism, homophobia, transphobia and oppression in all its forms in our programming, organizational practices, and perspectives. Likewise, we strive to make VPP events as accessible as possible, taking into account physical and economic barriers that reduce community access to events and stages.

Job Description

We are looking for a passionate, collaborative, community-minded Artistic & Managing Director who has a keen interest in and knowledge of spoken word artists and communities in Canada and beyond. The Artistic & Managing Director curates a diverse spectrum of artists involved in spoken word and adjacent practices to perform as featured artists at 30-40 events per year, including open mics, poetry slams and public workshops. As well, the Artistic & Managing Director engages in planning activities, oversees staff and volunteers tasked with producing events, leads public engagement efforts and bears responsibility for managing the organization's operating budget.

This position is well-suited to someone looking for part-time hours and a flexible schedule. The successful candidate does not need to be located in Victoria, but preference may be given to applicants located in the region.

Responsibilities

- Provide creative direction and technical oversight to the entirety of VPP's programming, including public events, internal events and/or community outreach engagements

- Curate and book artists as features for all public events, including Tongues of Fire, Victorious Voices and associated workshops
- Coordinate logistics for contracted artists, including making arrangements for travel and accommodation, as required
- Lead promotion of VPP events and opportunities
- Arrange payments for artists, contractors and support staff
- Hire operations/event staff and contractors as required
- Write and submit funding applications and final reports to regional, provincial and federal arts funding bodies, and ensure funding requirements are met
- Provide direction and support to other staff and volunteers
- Make regular reports to the VPP Board of Directors
- Maintain positive relationships with attendees, volunteers and Society members, and lead development of new audiences
- Cultivate positive relationships with other local arts communities in and around Greater Victoria
- Manage social media accounts and engagement on behalf of VPP
- Arrange bookings and liaise with event venues for all public programming
- Plan and manage an annual operating budget of approximately \$30,000 to \$50,000

Qualifications

- Minimum 1-2 years experience coordinating and managing community arts or related events
- Experience and/or capacity to develop, implement and manage budgets of \$30,000 or more
- Good self-organization and time management skills
- Capacity to think critically and work both collaboratively and independently
- Working knowledge of contemporary Canadian spoken word arts practitioners
- Dedication to, knowledge of and/or commitment to learning community-centred approaches to justice, equity, diversity, inclusivity and decolonization
- Excellent interpersonal and communication skills, including strong writing skills
- Passion for performing arts and youth arts

Victoria Poetry Project Society strives to build an open and diverse community that fosters the inclusion of many different voices. We strive to provide equitable employment opportunities, and recognize that professional or educational opportunities may not be accessible to all individuals. We encourage applications from individuals of all backgrounds and abilities, and welcome self-identification of applicants from communities that may experience reduced opportunities on the basis on sex, sexual orientation, gender identity or expression, racialization, Indigeneity, disability, political belief, religion, marital or family status, or age. If there are any accommodations we can make to support you during the application process,

please let us know.

How to Apply

Fill out the Google form and upload your resume/CV here:

<https://forms.gle/qraVRvRt95UfDhE97>