

Ontario Presents Program Manager

Ontario Presents honours past, present and future Indigenous Peoples as the original stewards and caretakers of the lands we present, showcase, and engage upon here in Ontario. We recognize the embedded colonial structures in the performing arts sector, including ways of thinking, knowing and doing, and how the oppression of Indigenous Peoples have in turn affected the health and prosperity of the land, water and skies that surround us. We are therefore inspired to decolonize our work practices, to remain committed to Indigenous resurgence and reclamation, as well as engage in presenting the stories of Black, People of Colour, Deaf/Disabled and LGBT2SQ+ voices across the province. We know and embrace that this is both an individual and organizational responsibility.

[Ontario Presents](#) is a province-wide network of performing arts presenting organizations that work collaboratively to facilitate the distribution of live performing arts. The organization was incorporated in 1988 as a network of venues—at that time called Ontario Campus and Community Impresarios—and has since fostered the development of several touring and presenting networks with a focus on building presenters' curatorial skills; booking and coordinating artist tours; and building effective working relationships among key sector players. The organization now sees themselves primarily as an arts service organization that centres and strengthens relationships between artists and presenters, and its members include municipal performing arts centres, not-for-profit, volunteer, and community presenters, touring artists/arts organizations, agent/managers, and industry service consultants.

Ontario Presents is the only provincial organization that brings together this community of organizations on the basis of programmatic development, and the programs offered by the organization help members build programmatic and administrative capacity, develop leadership, and create opportunities to grow and diversify their audiences. In support of its mandate, Ontario Presents invites nominations and applications for the role of **Program Manager**—a key position that will play an integral role in delivering Ontario Presents' core programs and shaping the future of the organization.

Reporting directly to the Director of Programs, the Program Manager is responsible for the successful execution of Ontario Presents' core initiatives. This includes overseeing the Virtual Networking Series—an online program designed to connect artists and agents with presenters for potential touring opportunities—as well as managing the Block Booking programs for the Southern Ontario Young Audiences Network and the Northern Ontario Young Audiences Network. This responsibility requires the ability to nurture and develop networks. The Program Manager will also play a key role in planning and delivering the annual Spring Retreat, a gathering that brings together members, artists, and industry professionals.

In addition to these core programs, the successful candidate will provide administrative support to volunteer presenting networks, ensuring the sustainability and growth of these networks. The role also involves developing professional development workshops and arranging opportunities for presenters to experience live performances as part of their curatorial development. Further responsibilities include offering administrative support for programs such as Theatre Connects

and Fresh Start, assisting with communications related to Ontario Presents' initiatives, and contributing to reporting and evaluation processes.

Qualifications

Among the qualifications being sought in candidates, the incoming Program Manager must have a deep and abiding commitment to advancing reconciliation, equity, diversity, and inclusion in all its forms and must believe, intrinsically, in the importance of leading with curiosity and welcoming ideas that can later be synthesized and turned into possibility. While all candidates are encouraged to apply and, in doing so, share how they see themselves adding value to the Ontario Presents environment, the following credentials and/or experiences are seen as possible markers of the candidates most likely to realize success in the role: A) a minimum of 3 to 4 years of experience in arts administration, with strong project management experience and experience with program delivery; B) knowledge of and/or a strong appreciation for the needs of both the presenting organizations and touring performing arts entities; C) a track record of successfully managing multiple projects simultaneously, with exceptional organizational skills and the natural tendency to pay attention to detail; D) strong interpersonal skills, with a reputation for establishing and nurturing positive relationships with partners/collaborators, as well as ability to work well in a team environment and E) experience with engaging large groups in virtual settings.

This position offers a salary in the range of \$55,000 to \$65,000 per year, depending on experience, along with a comprehensive benefits package. Ontario Presents operates as a virtual organization, with opportunities for periodic in-person meetings

How to Apply

Ontario Presents is a strong advocate for diversity in all its forms and encourages applications from all qualified candidates including Indigenous and racialized communities, women, persons with disabilities, the 2SLGBTQIA+ community, and those of diverse intersectional identities.

*Ontario Presents is partnering with BIPOC Executive Search to help further increase the diversity/plurality of the candidate pool. **All interested applicants are encouraged to apply by clicking [HERE](#).***

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), for applicants living with a disability accommodation will be provided throughout the search process. Should accommodations be required, please make Jason Murray aware by emailing jmurray@bipocsearch.com.

We thank everyone for their expression of interest—and are truly appreciative of the time individuals put into applying—but with the limitations of time only those selected for an interview will be contacted.
