

InterArts Matrix

Position Available; Digital Projects Manager

One Year Contract

30 hours a week

\$18 to \$25 per hour, dependent t on candidate experience

Start date - May 10, 2021 or ASAP

Applicants must live in the Region of Waterloo, Wellington area

INTER ARTS MATRIX (IAM) is a registered charitable arts organization based in the Region of Waterloo, Ontario. Founded in 2007, IAM is governed by a volunteer board of directors and employs an artistic director.

IAM also employs, on a contractual basis, artists of various disciplines, along with technical and administrative staff necessary to support the organization's mandate: "to educate and increase the public's understanding and appreciation of interdisciplinary art forms, to assist artists in developing interdisciplinary art and disseminating it to the public, and to provide programs promoting interdisciplinary art."

www.interartsmatrix.ca

The **Digital Projects Manager (DPM)** will work closely with the Artistic Director (AD) and IAM's contract web designer to advance the mission of Inter Arts Matrix by strengthening the organization's digital identity, presence and impact.

Key projects for the DPM:

- IAM Website - participate in comprehensive reorganization and update of the IAM website
- X-Camera - online weekly lecture and networking series. The DPM will assist the AD with the promotion of future lectures and oversee the proper archiving and editing of past lectures
- Collaborative Models Development - The DPM will work closely with the AD to develop online/in person hybrid models for collaboration among participants with a goal to incubate and produce of new interdisciplinary projects

Skills required for the position:

- Research and communication skills
- Writing and editing skills for development of web site and social media content
- Interpersonal skills, written and verbal communication skills for interactions with artists/speakers, audiences, participants, IAM staff
- Knowledge of and facility with digital tools
- Attention to detail and capacity to organize and prioritize tasks

- Interest in and knowledge of contemporary art practices
- Interest in interdisciplinary approaches to knowledge and artistic work
- Ability to embrace ambiguity and comfort with artistic and social experimentation
- Knowledge of online broadcasting, video and sound editing are an asset.

The Artistic Director of InterArts Matrix (IAM) is committed to working with Indigenous artists, leaders, and Traditional Knowledge Keepers and inclusion of Indigenous voices in decision-making, opportunities for collaborative/creative work. Healing, support and advocacy are integral to the work of IAM's AD.

The AD is also devoted to working with artists and persons of varying backgrounds including deaf/blind and disability, visible minorities, seniors, and new generation and/or emerging artists. With a goal to create safe spaces for people of all ages and abilities from diverse social, gender/sexual and cultural identities, the AD works to develop comprehensive and robust programming that supports both artists and community participants.

The Digital Project Manager will work in collaboration with the Artistic Director to advance this basic operating philosophy of InterArts Matrix.

To Apply:

Please prepare a single PDF with:

- a cover letter outlining highlights of your skills and interest in the position (one-page maximum)
- CV/Resume (maximum three pages)

Please send your submission to Sheila McMath, Artistic Director, Inter Arts Matrix smc-math@execulink.com no later than Monday, April 26, at 9:00 am

Only candidates selected for an interview will be contacted.