



JOB POSTING

Manager, Community Events & Storytelling Projects

Full-Time Contract until June 30, 2025

(with possibility of extension or conversion to permanent)

Job #24-10

ABOUT THE PROJECTS

The 519 has received funding to develop and implement two innovative storytelling and arts-based projects. The first is focused on preserving and sharing the stories of 2SLGBTQ+ BIPOC elders and advocates through multimedia storytelling and a public awareness campaign. It aims to deepen understanding of their contributions to Canadian society, foster community resilience, and confront racism and discrimination through inter-generational learning.

The second is an oral history project related to Toronto's AIDS memorial, focused on telling the stories of the people commemorated through the memorial while exploring the memorial's history and adding names to the memorial that have been missed over the years.

These projects aim to celebrate the resilience, resistance, and contributions of 2SLGBTQ+ BIPOC communities, collect and share meaningful stories related to HIV/AIDS in Toronto, while also addressing gaps in representation and supporting marginalized individuals in confronting systemic challenges.

In addition, this role will play a key role in the development, project planning, and management of The 519's 50th anniversary celebrations, which will include large-scale events, archival and storytelling projects, and community-led activations.

ABOUT THE ROLE

Reporting to the Director, Advocacy & Strategic Communications, the Manager, Community Events & Storytelling Projects is responsible for the development, delivery, and evaluation of community-based arts and story telling projects. The successful candidate will develop and organize programs, activations, and events that are focused on working with communities through arts-based adult education and community development lenses to respectfully and authentically co-create stories and opportunities that explore, document, and celebrate BIPOC 2SLGBTQ+ communities and those living with or affected by HIV/AIDS.

This role will help shape and coordinate key internal priorities of The 519, focused on increasing engagement with The 519, our organizational commitments to racial justice and reconciliation with Indigenous communities, and planning related to The 519's 50th anniversary. Working as part of a small team, while also engaging cross-departmentally and with partner organizations, this role is well-suited for a self-motivated candidate who is interested in all aspects of project and event development, management and implementation, has a strong sense of community arts-based practice, and is deeply connected to BIPOC 2SLGBTQ+ communities.

KEY ACCOUNTABILITIES

- Manages and oversees the development and delivery of a diverse range of arts and storytelling-based programs and events, with a specific focus on BIPOC 2SLGBTQ+ communities.



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- Leads community-based oral history projects to highlight the importance of Toronto's AIDS Memorial and the stories of those lost to HIV/AIDS.
- Work collaboratively with The 519 staff and community partners to develop and deliver arts, oral history, and storytelling programs that highlights the leadership of BIPOC 2SLGBTQ+ people.
- Oversees the development of arts and culture-based community engagement activities for a diverse range of communities, including panels, workshops, and marquee events.
- Provides leadership and project management and development oversight to the development of The 519's 50th anniversary suite of programming, events, and archival work.
- Oversees contract development and management with a variety of vendors, including the development of RFP/Qs, scoping of work, and vendor accountability.
- Develops and strengthens relationships with community leaders and with a wide range of community organizations and groups.
- Supervises, motivates and trains assigned staff, ensuring effective teamwork, high standards of work quality and organizational performance, continuous learning and encourages innovation in others.
- Proposes and delivers programming innovations and improvements to address emerging trends and needs of 2SLGBTQ+ communities and downtown communities.
- Supports advocacy efforts for The 519 in accordance with program needs and the advocacy framework and utilizes effective communications channels and strategies to advance our work.
- Provides leadership in the evaluation process of all programs and services from a community and participant-centered approach. Uses input to guide program development and enhancement for the continuous improvement of services and activities.
- Provides leadership in special project/initiative management, ensuring appropriate timelines are established and adhered to.
- Drafts and submits reporting of various contracts for grants, funders, and foundations. Develops and implements evaluation and data collection tools to ensure programs and services meet or exceed contractual obligations.
- Represents The 519 at meetings, community events, on committees, taskforces, etc.
- Provides input and administers assigned budget, ensuring that expenditures are controlled and maintained within approved budget limitations.
- Acts as Supervisor under the definitions of the Occupational Health and Safety Act, and ensures that adequate training, safety equipment, and safe work procedures are in place to develop a strong culture of Health and Safety minimizes any health and safety issues.
- Ensures compliance with all applicable legislation including but not limited to Health and Safety, Collective Agreements, 519 and City of Toronto HR policies, Employment Standards Act, etc.
- Provides oversight to students, interns, and volunteers where appropriate.
- Other duties as assigned.



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KNOWLEDGE AND EXPERIENCE

1. Post-secondary education in a discipline pertinent to this work and/or the equivalent combination of skills education and experience. Experience in arts-based administration, project management, or communications, is an asset.
2. Experience in managing complex projects and events with firm deliverables and timelines. Excellent project and event management skills including the definition of project purpose and objectives, project activities, milestones and deliverables, and monitoring and tracking progress.
3. Experience in managing administrative and financial activities associated with project operations including report and grant writing, knowledge of budget and variance reporting, and RFP/Q processes.
4. Experience managing employees, volunteers, and teams, preferably in a unionized environment. Ability to effectively motivate, train, and supervise staff, students, and volunteers.
5. Extensive experience in the planning, development, and implementation of community arts and/or story-based programs, including demonstrated expertise and experience in integrating community development, adult education, and social inclusion principles and practice in program planning and development.
6. Extensive experience working with BIPOC and 2SLGBTQ+ communities, with a strong intersectional analysis, and knowledge of current issues and trends effecting BIPOC 2SLGBTQ+ communities, with a strong understanding of anti-poverty, education, community development, mental health, community funding, municipal; trends, and related legislation.
7. Demonstrated experience developing and maintaining cross-departmental program/service delivery teams.
8. Ability to multi-task effectively and meet competing deadlines for internal and external partners using a customer-centric approach.
9. Knowledge of applicable legislation (Occupational Health and Safety Act, MFIPPA, Human Rights Code, applicable Collective Agreements, City of Toronto / Centre policies, etc.).
10. Highly developed interpersonal, verbal and written communication skills and ability to work and comfort with communicating effectively with a broad range of stakeholders. Exceptional ability to negotiate persuasively, resolve conflict, and effectively forge solid internal and external relationships.
11. Strong strategic and lateral thinking skills in combination with strong research, analytical, and problem-solving abilities.
12. Proficient in Windows, various accounting software, spreadsheet, and database applications.
13. Proficient in social media and graphic design platforms.
14. Strong decision-making skills with a track record of results-orientated leadership and able to work effectively within teams and independently.
15. Demonstrated proficiency in management competencies required in the City of Toronto including strategic orientation, leadership, political acuity, and fiscal responsibility.



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POSITION DETAILS

Position Status	Full-Time Contract until June 30, 2025, with possibility of extension or conversion to permanent.
Union Status	This is a management/exempt position, however, a successful bargaining unit applicant would retain their union seniority and union membership for the duration of the acting assignment.
Starting Salary	Wage Grade 5 - \$73,674.12/year starting salary (range: \$73,674.12- \$91,282.97/year)
Benefits	Enrolled in health, dental, life and disability benefits after 6-month probationary period. Eligible to enroll in OMERS pension plan as of day one (voluntary).
Hours of Work	35 hours per week, flexible scheduling with expectation of evening and weekend work
Vacation	3 weeks of paid vacation per year, available for use after 1 year of services
Location	Due to the nature of this position, the successful applicant will be expected to work primarily on-site at The 519 (3-4 days per week) with some opportunities to work from home where scheduling permits.

APPLICATION INSTRUCTIONS

Email your cover letter and resume as one document to Careers@the519.org no later than **May 5, 2024**. Please quote **Job 24-10** and your name in the cover letter and in the subject line of the email. For example, in the subject line write "Job 24-10 First Name Last Name". Please also share [which pronouns you would like us to use](#) when corresponding with you (directly and within The 519) in your email or your cover letter.

Applicants are required to demonstrate in their resume that their qualifications match those specified in the job posting.

The 519 actively encourages applicants from all equity seeking groups. The 519 embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop, and retain highly talented employees from diverse backgrounds allowing us to benefit from a wide variety of experiences and perspectives. We thank all applicants. No agencies please.

In accordance with Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and the City of Toronto's Accommodation Policy, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance.