

CALL FOR CANDIDATES: Program Manager

Application Deadline: April 1, 2011 or until an appointment is made. Screening will begin immediately. Initial interviews will take place on April 11-13.

ABOUT MUSAGETES

Musagetes is a philanthropic artistic organization that is based in Canada but works in selected locales internationally. When our founders, Michael Barnstijn and Louise MacCallum, were working at Research in Motion (RIM)—a high-risk creative enterprise—they had an insight into how essential artistic creativity is to the human experience. In January 2009, Musagetes hired its first Executive Director.

Musagetes collaborates with social, political and cultural organizations to embed artistic interventions in mid-sized transitional cities. Our long-term initiatives encompass a translocal exchange of artists, ideas and practices through artist placements, workshops, dialogue and publishing. The Musagetes Café gathers artists, public intellectuals and other thinkers—of all backgrounds and ages—to consider variations on the theme of social transformations through creative and artistic interventions. The Café encourages collaboration and the free exchange of ideas among social, civic, artistic and cultural leaders and entrepreneurs, leading to a world that is socially more just, environmentally more resilient and aesthetically more beautiful.

Musagetes Cafés are collaborative, multi-year projects that take place in selected cities throughout Europe and North America. At the heart of the Cafés is the exploration and application of new ideas in creative practices and community development. Musagetes starts with the belief that art is transformational when its inherent dialogue supersedes the boundaries of discipline, sector and domain. Artists are questioners, not designers; they are arbiters of cultural shifts and social transformation.

POSITION SPECIFICATION

Position Summary

Musagetes has significantly expanded its initiatives over the past two years, particularly Musagetes Cafés, local artistic programs and artist placements. The initiatives are led by the Executive Director in collaboration with a Program Manager, Project Assistant and other local collaborators and partners.

The Program Manager will work closely with the Executive Director, Project Assistant, contractors, consultants and local partners in the research, development and implementation of Musagetes Cafés in North America and Europe. Development of a 3-4 year initiative consists of an in-depth understanding of the local context, identifying the critical spaces, issues, individuals and organizations with whom and with which to engage, curating a program of artistic projects, designing and curating the café conversations and participants, and participating in documentation and evaluative processes. The Program Manager will take a leading role in all of these aspects of the long-term local initiatives.

Musagetes seeks a highly motivated, self-directed individual with knowledge of and passion for the arts. The role will appeal to a forward thinking, creative and collaborative individual who will naturally view the world according to "what is possible." Candidates should have experience curating socially engaged artistic projects.

Job Description

Musagetes is a small organization with only three employees. We work very closely together, collaborating on multiple projects simultaneously. Job descriptions are somewhat fluid, ensuring that all tasks are dealt with. At times the Program Manager will lead entire projects from start to finish, and at others he/she will lead one part or another. Success in this role will depend on the Program Manager's ability to work iteratively, a process in which the design of each component responds to what came before; and collaboratively, a process in which leadership is balanced with team-oriented project design and implementation.

1. Program Development and Implementation

- Understands how programs intersect with Musagetes' vision, mission and objectives; articulates how programs relate to our Manifesto; believes in the importance of experimentation;
- Researches local contexts through on-site explorations, consultation with local partners and test projects;
- Researches artistic practices;
- Conceptualizes, designs and implements programs of artistic practices and dialogue that connect the public with site-specific, socially engaged, process-based artistic initiatives; and
- Reports to the Executive Director on program development.

2. Community Relations and Collaboration

- Collaborates with project teams on-site and off-site, including DodoLab;
- Integrates community organizations into projects through collaborative frameworks;
- Communicates with Musagetes' partners and collaborators; and
- Consults with the Executive Director on stakeholder relations and communications.

3. Artist Relations and Project Management

- Initiates and maintains positive and respectful relations with artists;
- Delivers artist requirements and hospitality;
- Develops project management framework;
- Oversees project management in collaboration with Project Assistant; and
- Reports to the Executive Director on project management.

CANDIDATE SPECIFICATION: KEY SELECTION CRITERIA

While the candidate specifications outlined below are targeted to the “ideal” candidate and imply extensive experience, Musagetes is equally interested in employing those who are at an early or emergent phase in their career. We seek candidates who demonstrate potential to increase and apply their passion, knowledge and skills.

Ideal Experience

- Demonstrated knowledge and passion for socially engaged artistic practices;
- Understands how artistic practices can be integrated into defined contexts and believes in the transformative potential of public participation in artistic processes;
- Has knowledge of Canadian artists, artistic practices and institutions;
- Demonstrated community-building and civic responsibility;
- Managed multiple projects independently and in collaboration with others.
- Worked in a situation of complexity where ability to translate ideas into action has involved working closely with other parties;
- Is experienced and comfortable in front of broad and diverse audiences and has effective communication skills, orally and in writing; and
- Demonstrated effective people leadership skills.

Position Requirements

- Ability to travel internationally, frequently and, at times, for long periods.
- Prior experience working in a cultural organization or foundation.
- Competency in additional languages will be considered an asset (especially French).
- Undergraduate degree required.
- Residency in Guelph or area is required. (Reimbursement of relocation expenses may be negotiated in compensation package.)
- Candidates must be willing to adhere to Musagetes’ Code of Conduct (Schedule A) and to sign according to their adherence if employed.

Critical Competencies for Success

1. Organizational Skills
 - Ability to multitask and prioritize across multiple long-term and short-term projects.
 - Collaborate with staff, volunteers and consultants to develop projects, plans and budgets, in keeping with overall goals and the vision of Musagetes.
 - Prudent financial management; ability to create and track budgets.
 - Pays meticulous attention to detail.

2. Collaborative Relationship Skills

- Demonstrates diplomacy, intellectual curiosity and a deep and sophisticated approach to collaboration and teamwork.
- Listens to and participates with diverse individuals and organizations around the world.
- Leverage the most impact/opportunity from new and existing partners and strategic collaborations.

3. Self-Directed Orientation

- Comfortable working in an emergent environment where experimentation and exploration are valued components of risk-taking.
- Eagerness to take on increasing responsibility.

4. Creative Thinking

- Openness to new ideas and trying new approaches.
- Understands the value of the creative process and works well with creative individuals.

5. Other Personal Characteristics

- An appetite for learning demonstrated by personal values.
- Integrity and values that reinforce the reputation of Musagetes.
- An interest in society and the systems that influence it, and of globalization and its impact.

COMPENSATION

Salary: Full-time position, \$60-70,000 per annum (commensurate with experience)

Benefits: Health/dental/LTD benefits (100% employer contribution)

Reimbursement of relocation expenses may be negotiated.

APPLICATION PROCEDURE

Application Deadline: April 6, 2011

Application Screening: April 7-8, 2011

First Interviews: April 11-12, 2011

Start Date: As soon as possible, preferably not later than June 1, 2011

IMPORTANT NOTES:

- Applications must be submitted by email and should include a current CV and letter of interest, preferably as one attachment.
- **Attach documents as PDFs; do NOT attach Microsoft Word documents.**
- All communications will be treated confidentially.
- All qualified candidates are encouraged to apply.
- References will only be requested from candidates who are invited to interview.
- All candidates will receive a confirmation email that their application has been received within 24 hours.
- All candidates will be notified after the successful candidate's employment contract has been accepted.

Please submit all inquiries, nominations and applications to:

Shawn Van Sluys

Executive Director

C. 519.546.7851

shawn.vansluys@musagetes.ca

Schedule A:

Code of Conduct

Version: 2.0

Effective Date: March 1, 2011

Introduction:

By provoking creative and artistic interventions the Musagetes Foundation seeks to transform contemporary life. As artists, cultural mediators, public intellectuals, staff, directors, other partners and thinkers of all backgrounds and ages, we collaboratively develop new approaches to building community and culture.

We want to make a difference in how we think about ourselves; how we lead our lives; how we relate to one another; how we organize society; and how we shape the world around us.

To that end, and based on the principles of the Musagetes Manifesto, we have adopted a minimal Code of Conduct to help articulate our explicit and intrinsic values in order to clarify the behaviour we expect from one another.

Consistent with our values, the Musagetes Code of Conduct is not meant to limit or provide a barrier to creativity. Instead, it recognizes that artistic creativity is value driven and that those values include honesty and integrity.

In order to achieve our mutual objectives, Musagetes must retain its reputation as a community of honesty and integrity. In our dealings with civil societies around the world we must exhibit respect for the public and for public space and demonstrate in all our projects and activities acceptable artistic and ethical behaviour.

Application and Scope of the Code:

- The code of conduct applies to all Musagetes directors, staff (full-time, part-time and temporary) as well as independent contractors, volunteers and artists working in association with or under a Musagetes contract or artistic commission. In the code, we refer to these individuals as 'members of the Musagetes Community'.
- The code of conduct is in effect in Canada and in any locations around the world where work is done for or by Musagetes.
- Prior to being appointed to the board, employed, or before receiving a contract or commission, members of the Musagetes Community are required to sign an attestation of intent to comply with the Musagetes Code of Conduct.

Abuse of Power:

- Members of the Musagetes Community are not to use the power of their position, or the influence they may have as a Musagetes project leader, for their own benefit or for the benefit of their extended family members or friends.
- Kickbacks, bribes or other forms of personal enrichment are not permitted under any circumstances.
- Members of the Musagetes Community are not permitted to receive personal gifts of money, materials or services from project beneficiaries or sub-contractors. This does not apply to reasonable expenses for hospitality and meals or for small items (i.e. less than C\$20) that are purely promotional or advertising in nature.
- Contracts to provide goods or services for Musagetes are to be fair, equitable, in writing and signed by the appropriate parties.

Community Relations:

- Members of the Musagetes Community are encouraged to develop comprehensive relationships with members of civil society in their local area. The overall success of our projects and activities will be significantly enhanced through positive local relationships. This is of particular relevance in the case of international projects.
- Involvement in local political movements or leadership in community activities that might compromise Musagetes' objectives should be avoided and must not be undertaken without written permission from the Executive Director of Musagetes.

- Members of the Musagetes Community should also ensure that their personal activities are not seen as being the official position of Musagetes.
- Considerable care should be exercised with Musagetes projects and local religious issues and practices. Although Musagetes will not restrict religious or artistic practice of any kind, members of the Musagetes community need to be aware of, and take into account, local sensitivities.

Conflicts of Interest:

- Occasionally situations arise where a conflict of interest occurs between Musagetes activities and personal activities. This can particularly occur in the areas of acquiring goods and services from third parties.
- Members of the Musagetes Community are requested not to form business relationships between members of their own extended family and Musagetes and to bring any potential and real or perceived conflicts-of-interest to the attention of the Executive Director.

Use of Equipment and Materials:

- Musagetes owns or often provides equipment or supplies for its projects and activities. Members of the Community are asked to exercise proper care and stewardship in using these materials. At the end of the project or activity an appropriate accounting must be possible.
- As well, members of the Community should recognize that the equipment and supplies are the property of Musagetes and must not be used for personal purposes.
- In particular, Musagetes' logo and intellectual property must not be used for personal purposes and should never be used without the knowledge and consent of the Executive Director.

Media Relations:

- All media inquiries and requests for interviews must be approved in advance by the Executive Director of Musagetes.

Workplace Relationships:

- Members of the Musagetes Community are encouraged to maintain open and professional relationships with each other and with all the people with whom they are working and collaborating. Differences in culture, religion and politics should be respected.

- Harassment, bullying, physical, sexual or verbal abuse, exploitation or discrimination, for any reason, are not tolerated.
- While it is to be expected that friendships and personal relationships will develop between members of the Community such relationships must not interfere with Musagetes' projects and activities.
- Musagetes Community members in positions of leadership may not manage or supervise others with whom they have formed a relationship of the same nature as marriage.

Weapons:

- With the exception of the *kirpan*, Musagetes prohibits any weapons in any building, vehicle, project or artistic space owned or used by Musagetes.

Alcohol and Drugs:

- Members of the Musagetes Community are not to work while under the influence of alcohol or of any illegal drug or drug related substance.
- Illegal drugs or drug related substances are not permitted on Musagetes premises or artistic spaces.
- Members of the Musagetes Community on an international assignment especially, whether at work or not, are likely to be viewed as a representative of Musagetes. Therefore they are encouraged to maintain self-control and limit the use of all substances, legal or otherwise.
- Musagetes does not seek to restrict workers activities during private periods.

Local laws:

- Members of the Musagetes Community are expected to act in accordance with local laws and avoid behaviour that is illegal, or brings Musagetes into disrepute.
- In countries and environments where the possession and/or use of alcohol are illegal, members of the Musagetes Community must not consume or store alcohol.

Sexual Conduct:

- Sexual relationships with local community members, or volunteers, their extended family members or persons employed by businesses contracted to Musagetes are not permitted. In keeping with Musagetes' aim to re-

move power inequalities, members of the Musagetes Community should refrain from purchasing, or obtaining through other influence, sexual relationships of any form.

Criminal Records:

- Before accepting a Musagetes contract of employment, artist placement or other form of artistic engagement, members of the Musagetes Community are asked to notify the Executive Director about any criminal convictions for which a pardon has not been granted.

Attestation:

I have received a copy of the Musagetes Code of Conduct, I have read it and I agree to abide by its terms.

Name and Title	
Signature	
Witness Name and Title	
Signature	
Date	