



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Manager, Arts Funding	
Position Number	Community	Division/Region
63-2517	Yellowknife	Economic Diversification/HQ

PURPOSE OF THE POSITION

The Manager, Arts Funding leads the development, implementation, and administration of GNWT arts funding strategies, policies and programs. The role supports individual artists, arts organizations and communities by managing funding programs, providing strategic guidance, and ensuring transparent, effective program delivery in alignment with ITI's mandate for economic diversification and support for the cultural and creative sectors.

SCOPE

The Department of Industry, Tourism and Investment (ITI) is responsible for the development, implementation and monitoring of programs and services to promote and support NWT economic diversification, prosperity, and community self-reliance. ITI programming strives to create a positive climate for business that will attract investment capital, stimulate business growth, support sustainability, and support growth in new business and job opportunities for Northerners.

A key element in achieving these goals is support for diversification of the NWT economy. A diversified economy ensures that market fluctuations in any given sector do not have major impacts on the economy. The growth and sustainability of the agriculture, commercial fisheries, fur, traditional economy, arts and crafts, and film sectors are particularly important and impactful at the regional and community level, where many residents rely on these sectors for business and employment opportunities. Support for these sectors is also critical to maintaining the unique cultures, languages and traditions of Indigenous peoples and other Northerners.

Reporting to the Director, Economic Diversification, the Manager, Arts Funding oversees the suite of GNWT arts funding programs, including support for individuals, collectives, and



organizations. The position provides strategic direction, develops and maintains program frameworks and guidelines, manages program budgets, and ensures alignment with the NWT Arts Strategy. The Manager supports the NWT Arts Council, oversees its member coordination and review processes, and acts as GNWT's primary program authority for arts funding. Decisions have GNWT-wide impact on program integrity, strategic priorities, and equitable distribution of funding.

Key clients include not-for-profit arts, culture and arts-related culture organizations, indigenous organizations as well as individuals undertaking artistic projects. The manager also represents the GNWT as the jurisdiction funder in external networks.

The duties of the Manager are carried out in accordance with the Grants and Contributions Policy Arts funding schedules, the Northwest Territories (NWT) Arts Strategy (2021-2031), and the *Financial Administration Act*. The position has one direct report and oversees a budget of \$1,370,000, with signing authority of up to \$50,000.

RESPONSIBILITIES

1. Oversees and manage arts funding programs:

- Provide strategic direction for GNWT arts funding programs.
- Maintain and update program frameworks, guidelines and Standard Operating Procedures.
- Develop annual workplans for staff and manage program budgets.
- Administers annual budget for Arts Funding, grants, contributions and administration.
- Undertakes, reviews and adjusts programs and procedures as necessary.
- Ensures that data is collected to measure success of funding programs.
- Works with applicable GNWT divisions and departments to report on funding distribution to ensure public transparency.
- Engages with ITI regional office staff to guide program delivery and regional sector development.
- Coordinates development, implementation and monitoring of priorities and actions outlined in the NWT Arts Strategy.
- Works with other ITI divisions to establish program goals and objectives for the Business Plan, Main Estimates, Strategic Plan and other planning and organizational activities.
- Works with ITI communications staff to advertise and promote funding opportunities.
- Administers the NWT Arts Council by seeking and confirming new members and subsequently ensuring they are on-boarded.
- Works closely with NWT Arts Council members to ensure that they are supported to fulfill their mandate.
- Ensures the Arts Council Manual is reviewed and kept up to date.



- Leads and reinforces a culture of staff development by ensuring all supervisory roles prioritize mentorship, on-the-job training, and the incorporation of staff learning objectives into annual performance plans.
- Ensure transparent, equitable program administration and continuous improvement.

2. Support delivery and coordination of arts sector development:

- Maintains regular communications with leadership of Indigenous governments and Indigenous organizations, and arts & arts related organizations to understand needs and supply advice.
- Holds regular meetings with key partners and stakeholder groups.
- Ensures that NWT arts and culture organizations are aware of funding and support opportunities within the GNWT and through external sources.
- Coordinates networking and professional development meetings for arts and arts related organizations within the NWT.
- Works with arts and related organizations who are responsible for infrastructure to understand their capital needs to distribute funding and assist with finding external funding.

3. Engage with partners and stakeholders:

- Sits as the GNWT representative on the Canadian Public Arts Funders network and participates on working groups as necessary.
- Maintain relationships with arts organizations, Indigenous governments, and cultural partners within the NWT, Canada and internationally.
- Attends national conferences on topics that will benefit the arts sector of the NWT.
- Develops and maintains relationships with key contacts across the country to advocate for NWT needs and share resources.
- Initiates and maintains liaison with other territorial, provincial and national departments, organizations and agencies with related interests in arts and culture.
- Advocates to federal and other funders for the needs of NWT organizations and creators.
- Compiles and maintains information on NWT arts, culture and heritage activities.

4. Manager human and financial resources:

- Lead staffing, performance management and mentorship.
- Actively manages and supervises all direct reports including assigning work to staff, setting goals and objectives, assessing performance, and taking disciplinary action if required.
- Ensures staff have access to necessary resources, supplies, equipment and information.
- Develops and implements annual work plans which establish short and long-term objectives for the unit.
- Identifies training requirements and opportunities for staff.
- Leads, coaches and mentors staff.



- Manage unit budget, variance reporting, and financial compliance.
- Acts for the Director when required.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of GNWT/ITI mandates, arts funding frameworks, and NWT Arts Strategy.
- Knowledge of the NWT arts sector, including NGOs, Indigenous organizations, practices and community contexts.
- Knowledge of funding program administration, evaluation and public reporting.
- Financial management skills including budget and variance reporting.
- Knowledge of MS Office operating systems and software (Word, Excel, PowerPoint, Teams, Outlook, Access), Adobe Acrobat Pro, and appropriate use of the internet.
- Organizational skills and the ability to work to deadlines, prioritize, respond effectively to frequently changing deadlines and manage a workload that includes multiple assignments with potentially conflicting and changing priorities.
- Skills relating to the management of grants and contributions programs.
- Communications, facilitation and stakeholder engagement skills.
- Program management skills and ability to lead project teams.
- Ability to acquire knowledge of departmental mandates, goals and objectives, priorities, Acts and Regulations, agreements, frameworks, strategies, and policies.
- Ability to acquire knowledge of GNWT socio-economic and cultural priorities.
- Ability to acquire knowledge of the history, culture, political and economic aspirations of Indigenous people and other Northerners.
- Ability to acquire and apply knowledge of funding programs to support the NWT art, culture, and heritage sector.
- Ability to work independently, exercise judgement and provide strategic advice.



- Ability to problem solve and make decisions.
- Ability to interpret program policies and requirements and provide advice.
- Ability to lead staff, manage workloads and coordinate multi-stream program delivery.
- Ability to chair and facilitate meetings.
- Ability to set program goals and objectives.
- Ability to advocate to federal and other funders for the needs of NWT organizations and creators.
- Ability to carry out research and synthesize information concisely and effectively.
- Ability to administer the annual budget for Arts and Heritage Funding, grants, contributions and administration.
- Ability to build and maintain excellent working relationships with colleagues and stakeholders.
- Ability to work with people in an effective, tactful manner.
- Ability to work effectively with team members from a variety of backgrounds and cultures.
- Understanding of the impacts of colonization and institutional and structural racism and biases on society, in particular Indigenous people who make up more than half the NWT population.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A Bachelor's degree in arts, fine arts, social sciences, business administration, public administration or a related field, and five (5) years of experience in arts funding program administration or related fields, including at least one (1) year of supervisory experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- French required (must identify required level below)
Level required for this Designated Position is:
ORAL EXPRESSION AND COMPREHENSION
Basic (B) Intermediate (I) Advanced (A)



READING COMPREHENSION:

Basic (B) Intermediate (I) Advanced (A)

WRITING SKILLS:

Basic (B) Intermediate (I) Advanced (A)

French preferred

Indigenous language: Select language

Required

Preferred