

The Qaggiq Hub Director position is responsible for Qaggiavuut's work to build the Qaggiq: Inuit Performing Arts and Cultural Learning Hub. The Qaggiq Hub Director oversees the advocacy, partnerships and programming required by Qaggiavuut to create space for Inuit performing artists and build the Qaggiq Hub.

The Qaggiq Hub Director is responsible for contracting, selection, mentorship and supervision of all Qaggiq Hub personnel in marketing, fundraising and technical consulting. The Qaggiq Hub Director oversees the management of all work in connection to the Qaggiq Hub from fundraising, charitable donations, reports and work to move the Qaggiq Hub capital project further.

The Qaggiq Hub Director works collaboratively with the Executive Director, the Artistic Director and the Director of the Qaggiq School of Performing Art as a collaborative team carrying out the Board of Director's Operating Plan. The Qaggiq Hub Director attends weekly meetings of the Senior Directors Team.

The Qaggiq Hub Director is committed to the mandate of the Qaggiavuut Society and works to strengthen the Inuit performing arts through the creation of a dedicated performing arts space in Iqaluit and to represent Qaggiavuut publicly to advance the Society's Mission and Mandate.

Responsibilities

Qaggiq Hub Direction

- Builds partnerships and establishes a diverse and multi-skilled team of expertise for the design, fundraising and management of the Qaggiq Hub
- Ensures the Qaggiq Hub has widespread consultation, input from Nunavut and Inuit artists and integration of Inuit culture
- Keeps informed of trends and activities territorially, nationally and internationally in capital project management
- Builds strong, enduring and ambitious relationships between Qaggiavuut and other similar organizations, industry associations and potential partners

Financial Management of Qaggiq Hub

- Works in consultations with the Executive Director to establish budgets for the Qaggiq Hub projects
- Manages Board approved budgets for Qaggiq Hub projects in adherence to the Qaggiavuut financial management policies and procedures
- Works with funding bodies to develop partnerships
- Plans and carries out fundraising initiatives for Qaggiavuut's approved activities including the governance, ownership and operating of the Qaggiq Hub
- Ensures all requirements of legal funding agreements related to the Qaggiq Hub projects are met and reporting is conducted within time requirements
- Ensures proper and timely reporting and filing of all Qaggiq Hub project reports

QAGGIQ HUB DIRECTOR JOB DESCRIPTION

Strategic Planning and Delivery

- Develops and articulates the vision for the Qaggiq Hub
- Strategically plans the advocacy required to put into effect Qaggiavuut's mission of building the Qaggiq Hub
- Strategically plans Qaggiq Hub activities in order to meet the goals of the Society and the annual Operating Plan
- Works within a collaborative relationship between the 4 senior directors of Qaggiavuut along with the Executive Director, the Artistic Director and the Qaggiq School Director
- Supports the Board with information, research and planning relating to the Qaggiq Hub
- Researches and writes policies, procedures and protocols that guide the Qaggiq Hub project

Supervision of Staff and Contractors

- Hires, mentors and supervises all Qaggiq Hub staff, contractors and consultants and evaluates the work and ensures Qaggiavuut HR policies and procedures are adhered to
- Identifies positions needed to carry out Qaggiq Hub work, designs job descriptions, RFP's, TOR's and works with the Executive Director to fund and recruit these positions
- Supports Qaggiq Hub staff with guidance, mentorship and quality management practice
- Creates and maintains a supportive workplace environment where staff are valued and respected
- Ensures Qaggiavuut Policies are carried out in consultation with staff and Board including policies to prevent harassment and abuse

Integration of Inuit Culture

- Ensures Qaggiq Hub work, staff and planning represents and integrates Inuit
- Designs Inuit staffing and representation procedures that ensures Inuit are represented in Qaggiq Hub work
- Ensures authentic integration of Inuit culture in all Qaggiq Hub projects
Designs Qaggiq Hub projects in order to provide space for artists to create, train and present their work

Board Support

- Provides regular reports to the Board of Directors on the Qaggiq Hub projects
- Integrates Board recommendations into project planning and programming
- Provides leadership for Qaggiavuut's long-range planning

Performing Arts Training and Artist Development

- Supports the Qaggiq School Director with input into the training and space needs of artists
- Works collaboratively with the Qaggiq School Director to identify space for artists to work

Artistic Production

- Works collaboratively with the Artistic Director to ensure the needs of artists and arts productions are met by the Qaggiq Hub
- Arranges consultations with working Inuit artists in order to integrate their ideas into the Qaggiq Hub

Children and Youth Programming

- Ensures the Qaggiq Hub provides space for Inuit performing arts programming to children and youth in Nunavut including early childhood programming

Communications

- Acts as the spokesperson for the Qaggiq Hub
- Follows the Qaggiavuut Communications Policy and Protocols in all public communications
- Oversees the creation and editing of all Qaggiq Hub publicity materials
- Ensures Qaggiavuut is represented in a professional and positive manner

Skills, Knowledge and Abilities Required for this Position

The Qaggiq Hub Director has the skills, knowledge and abilities that make it possible to bring experts, stakeholders and artists together, create positive partnerships, build teams and support with sound project management advice. The Qaggiq Hub Director will have experience in project management and be guided by the importance of the performing arts to society.

The Qaggiq Hub Director will be a strategic planner with experience directing and managing major capital or arts projects and creating positive outcomes for an ambitious vision. The Qaggiq Hub Director must be professional, creative, an excellent communicator and able to work collaboratively to achieve the goals of the Qaggiavuut Society.

Qualifications / Required Skills

- Experience living and working in the Arctic
- A minimum of 3 years of experience in project management, preferably in the arts
- A minimum of 1 year experience in capital project management
- Education and expertise in capital project management
- A demonstrated ability to communicate well in writing and verbally
- A passion for the performing arts, and the desire to lead an innovative arts organization
- Exceptional relationship management and team building skills

One Year Term: The Qaggiq Hub Director position is a one-year term position that is renewed at the beginning of the fiscal year, April 1.

Diverse Workforce: Qaggiavuut is committed to inclusion and a diverse workforce and will provide a barrier-free workplace.

Hours of Work: The Qaggiq Hub Director position is based on a 35-hour full-time work week with evening and weekend work required on occasion. Additional hours after 35 hours is paid as Lieu with up to two weeks of Lieu that can be carried at any given time.

The Qaggiq Hub Director is expected to attend weekly meetings with the Senior Directors team in order to make consensus decisions, consult and coordinate the Qaggiavuut Operating Plan.

Paid Leave: The Qaggiq Hub Director is provided with 15 days of paid Annual Leave, 5 days of Professional Development/Artistic Leave per year, 5 days of Sick Leave per year, 5 days of Special Leave per year + Statutory Holidays.

Artistic & Professional Leave: Staff of Qaggiavuut are provided opportunities for approved leave for their own artistic practice with outside organizations as long as it does not interfere with carrying out their duties. Artistic leave includes contract work as a performing artist for outside arts groups or for continued study of arts or capital project management work. Leave requests should be submitted as soon as possible with a minimum of one month in advance of taking the leave. If paid leave credits are expended, leave is taken as Leave Without Pay up to a maximum of 10 days.

Leave Requests: The Qaggiq Hub Director applies for Leave to the Executive Director.

Disclosure of External Activities: All Senior Directors are required to submit a Disclosure of External Activities Form to their supervisor outlining any paid or volunteer work outside of Qaggiavuut duties.

Recommended by Special HR Committee: May, 28, 2020

Approved By Motion of the Board of Directors: