

- Oversight and Management of Qaggiavuut’s Children and Youth Programming
- Oversight of the Children and Youth Policy & Procedures
- Oversight in Fundraising for Qaggiq School
- Financial Management of Qaggiq School Budgets

The Qaggiq School Director position is responsible for Qaggiavuut’s work to professionally train Inuit performing artists. The Qaggiq School Director supports the development and delivery of artist training, builds partnerships, recruits a professional facilitation team and supports artist-students and artists in residencies.

The Qaggiq School Director is responsible for the identification, development and delivery of courses in the Qaggiq School, selection and support of artist-students, supervision of Qaggiq School and student registration and accreditation. The Qaggiq School Director oversees the delivery of all Qaggiavuut artist training from fundraising, charitable donations, curriculum development, reporting and staff and student supervision.

The Qaggiq School Director works collaboratively with the Senior Director Team including the Executive Director, the Artistic Director and the Director of the Qaggiq Hub to carry out the Board of Director’s Operating Plan. The Qaggiq School Director attends weekly meetings with the Senior Directors Team.

The Qaggiq School Director is committed to the mandate of the Qaggiavuut Society and works to strengthen the Inuit performing arts through the delivery and support of performing arts training and to represent Qaggiavuut publicly to advance the Society’s Mission and Mandate.

Responsibilities

Qaggiq School Direction

- Builds partnerships and establishes a diverse and multi-skilled team of expertise for the design, development and facilitating of professional performing arts training
- Ensures the development of performing arts syllabi, curriculum development and student assessment
- Develops, designs and delivers training, mentorship and skills development programming that meets the needs of Nunavut performing artists with a focus on Inuit
- Ensures artists-students are identified, recruited and selected fairly and represent the broad range of Nunavut performing artists
- Registers and articulates Qaggiq School artists-students
- Keeps informed of trends and activities territorially, nationally and internationally in artist training
- Builds strong and enduring relationships between Qaggiavuut and other similar organizations, associations and arts training institutions
- Develops protocols, curriculum and strategy for a Performing Arts School with programs that meet the needs of Nunavut and Inuit performing artists

Children and Youth Programming

- Plans and delivers Inuit performing arts programming to children and youth in Nunavut in connection with the Qaggiq School and in consultations and coordination with other Senior Directors of Qaggiavuut

Financial Management of the Qaggiq School

- Consults with the Executive Director to establish budgets for the Qaggiq School and other artist training
- Manages Board approved budgets for the Qaggiq School and artist training
- Works with funding bodies to develop partnerships including the Canadian Arts Training Fund
- Plans and carries out fundraising initiatives for Qaggiavuut's approved activities including the delivery of the Qaggiq School and other artist training
- Ensures all requirements of legal funding agreements related to the Qaggiq School are met and reporting is conducted within time requirements
- Ensures proper and timely reporting and filing of all Qaggiq School project reports

Strategic Planning and Delivery

- Develops and articulates the vision for the Qaggiq School
- Strategically plans the advocacy for Qaggiavuut's mission of training Inuit performing artists and technical artists
- Strategically plans Qaggiq School 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 including the Executive Director, the Artistic Director and the Qaggiq Hub Director
- Supports the Board with information, research and planning relating to the Qaggiq School
- Researches and writes policies, procedures and protocols that guide the Qaggiq School and ensures a safe training space for Qaggiq School students, artists and staff
- Develops and designs Qaggiq School Student Handbook, Instructor Guidelines, Curriculum and Resources
- Identifies the need for new resources for training artists
- Creates strategies that deliver programming to artists in Nunavut communities outside of Iqaluit

Supervision of Staff and Contractors

- Hires, mentors and supervises all Qaggiq School staff and facilitators and evaluates the work
- Identifies positions needed to carry out Qaggiq School work, designs job descriptions and works with the Executive Director to fund and recruit these positions
- Ensures all job offers and contracts adhere to Qaggiavuut HR Policy & Procedures
- Supports Qaggiq School 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 the Qaggiq School staff, students and planning represents Inuit
- Designs Inuit staffing and student selection procedures that ensure Inuit are represented in the Qaggiq School

QAGGIQ SCHOOL DIRECTOR JOB DESCRIPTION

- Ensures authentic integration of Inuit culture in all Qaggiq School programming

Board Support

- Provides regular reports to the Board of Directors on the Qaggiq School
- Integrates Board recommendations into Qaggiq School planning and programming
- Provides leadership for Qaggiavuut's long-range planning
- Manages the activities of the Qaggiq School to ensure successful outcomes of the Qaggiavuut Strategic Plan

Qaggiq Hub

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

Artistic Production

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

Communications

- Acts as the spokesperson for the Qaggiq School
- Develops and designs all written curriculum, student and instructor resources
- Follows the Qaggiavuut Communications Policy and Protocols in all public communications
- Oversees the creation and editing of all Qaggiq School publicity materials
- Ensures Qaggiavuut is represented in a professional and positive manner

Skills, Knowledge and Abilities Required for this Position

The Qaggiq School Director has the skills, knowledge and abilities that make it possible to bring experts, arts teachers and artists together, create positive partnerships, build teams and support with sound arts training advice.

The Qaggiq School Director will have extensive experience in arts training, curriculum development and delivery and be grounded in the importance of the performing arts to society. The Qaggiq School Director will be a strategic planner with experience developing and delivering successful artist training programs. The Qaggiq School Director is professional, creative, an excellent communicator and able to work collaboratively to achieve the goals of the Qaggiavuut Society.

Qualifications / Required Skills

- A minimum of 3 years of experience in adult education and arts training
- A minimum of 3 years of professional experience in the performing arts
- Education and expertise in the performing arts
- A demonstrated ability to communicate 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 School 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 School 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 School Director is expected to attend weekly meetings with the Senior Directors team in order to coordinate the Qaggiavuut Operating Plan.

Paid Leave: The Qaggiq School 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, project management or arts training. 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 to a maximum of 10 days.

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

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

Recommended by Special HR Committee: May, 28, 2020

Approved By Motion of the Board of Directors: