**JOB DESCRIPTION**

| **Title** | Director of Residency Programs | | |
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| **Reports To** | Executive Director | | |

**Job Purpose**

The Director of Residency Programs is responsible for implementing and ensuring compliance with policies and procedures for grievance and due process, duty hours, selection, evaluation and promotion of residents, disciplinary action and supervision of residents. The incumbent will be reporting to the executive director and working collaboratively with the administrative team.

**Duties & Responsibilities**

Key responsibilities include, but are not limited to the following:

* Performance Residency Program
  + Design program guidelines (in collaboration with the Executive Director)
  + Establish a public facing call for residency participants
  + Ensure the assessment and allocation of artists in the program
  + Establish and clearly communicate a set of expectations for residencies to the artists
  + Orient residency artists to the space
  + Secure residency agreements
  + Provide public communications relating to the program
  + Develop an Equity, Diversity, Inclusion, and Belonging (EDIB) framework to assess and allocate residencies
  + Deliver monthly reports on residencies to the Executive Director
  + Maintain relationships with artists and organizations who intersect with the residency program
  + Create new relationships with artists and organizations you wish to intersect with the residency program
* Daytime Rehearsal Residencies
  + Create guidelines for daytime rehearsal residency program (in collaboration with the executive director)
  + Develop and deliver a call for proposals/applications and a selection process for new residencies
  + Deliver monthly reports to the executive director
* Edit and distribute the weekly email campaign
* Booking rentals in the Living Room
  + Report booking monthly to the executive director
  + Invoice rentals
* Ensure proper follow up and reporting to the executive director
* Additional related duties as assigned.

**Core Competencies**

* Organized and detail-oriented
* Strong leadership ability
* Highly collaborative, works well with a team
* Ability to negotiate, mediate conflicts, advocate and resolve problems
* Critical and analytical thinking
* Able to interpret and apply policies and procedures
* Written and verbal communication skills (service-oriented, patient)
* Time and project management, balancing multiple ongoing projects and tasks

**Qualifications**

* Undergraduate program in Art or a combination of related experience and education required
* Familiarity and comfort with:
  + Google Suite (drive/documents, calendars, email)
  + Assembling and sending email campaigns (Mailchimp)
* Grant writing and/or business proposal writing experience is an asset
* Safe spaces, anti-oppression, health and safety, and other training are an asset
* Maintains an active interest in, and awareness of local art activities (with an emphasis on music, theatre, literature)

**Working Conditions**

* The standard work week for this position is XX hours.
* The standard business hours for this position are from <insert time> to <insert time>; Monday to Friday.
* Overtime and hours worked outside of the standard work schedule may be required.
* This position is remote/hybrid/onsite.
* Some travel may be required
* Extended periods of sitting/standing or using computer screens