

**Project Manager: North Shore Cultural Mapping
February 2018 – June 2020**

The North Vancouver Community Arts Council is seeking a visionary and creative thinker to manage a project to build an online cultural map of Vancouver's North Shore region. The ideal candidate is passionate about culture, a great communicator, networker, independent worker, and excels at seeing projects to fruition on budget and on time.

The Project

The North Vancouver Community Arts Council (NVCAC) has taken the lead on a project to map the cultural assets of all three North Shore municipalities: the District of North Vancouver, the City of North Vancouver, and the District of West Vancouver. Information about the cultural assets from the three municipalities and two First Nations will be compiled into a free, online, GIS driven, interactive mapping tool that will become a hub for North Shore culture and available to everyone. This tool is intended for residents, tourists, planners, and the cultural sector, and will help build audiences, drive tourism, fill gaps, and encourage partnerships to better highlight our rich cultural diversity. This project has been made possible in part by the Government of Canada.

The Lead Organization

The North Vancouver Community Arts Council, founded in 1969, is a grassroots, social-profit, charitable cultural organization dedicated to maximizing the intrinsic value of the arts in all media. Our mandate is to enable emerging and professional artists in all disciplines to bridge cultures and to build strong communities through the arts. We strive to do this through art exhibitions, public programmes, educational programmes, community & special events, and community partnerships. Located in CityScape Community Art Space, at 335 Lonsdale Avenue, North Vancouver, the organization consists of a volunteer Board of Directors, an Executive Director, support staff, and dedicated volunteers. Our membership is over 500 strong and includes individuals, students, seniors, families, cultural groups, and businesses.

Reporting

This position will report to the Executive Director of the North Vancouver Community Arts Council. Contracted project web designer, marketing team, communications assistant, and dedicated cultural mapping summer students will report directly to this position.

General Responsibilities:

- Oversee all aspects of the project, with support of NVCAC staff, other contract positions, and project partners;
- Liaise with NVCAC staff, the North Shore Cultural Mapping Advisory Committee, and project partners;
- Oversee GIS elements, liaising with contracted GIS specialists to ensure all stages of project development to completion;
- Oversee data collection and content development (photo, audio, and video collection, content creation and editing);
- Oversee website design and development, with contracted specialists;
- Oversee development of marketing campaign, with contracted marketing firm (project branding, marketing plan, and marketing and public relations execution);
- Ensure open and ongoing communication between Advisory Committee, project staff, contractors, suppliers, and partners.

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Specific Responsibilities will include:

- Providing strategic direction for meeting project goals;
- Updating and managing project work plan;
- Project reporting, including budget/cash flow and activity reports on an ongoing basis;
- Managing and working within project budget developed by NVCAC ED;
- Overseeing payables and receivables in regards to suppliers, contractors and other related project costs on a regular basis;
- Supporting the NVCAC ED in securing sponsorship and further project funding;
- Developing, in consultation with NVCAC staff and Advisory Committee, criteria for asset inclusion;
- Participating in meetings of the Advisory Committee;
- Coordinating integration of project elements to realize project objectives;
- Procurement and contract management (website design & development, marketing);
- Monitoring contractor deliverables as outlined in project work plan;
- Reviewing content for inclusion, copy editing for appropriateness and overall project content;
- Developing and facilitating community consultation process to ensure project goals are met;
- Participating in interviews in regards to intangible content collection, especially in regards to the First Nations cultural content.

Qualifications:

- Minimum 5-10 years' experience in the cultural sector with an outstanding record of project management success, both in results achieved and in use of professional methodology;
- Understanding of technology tools such as websites, GIS platforms, social media platforms;
- Background in cultural, marketing, and strategic planning with experience managing collaborative initiatives;
- Direct experience with other cultural mapping projects an asset;
- Experience working with a multidisciplinary team and within a diverse cultural community.
- Skills in proactively developing and implementing strategies that significantly mitigate risk;
- Strong, current awareness of external trends and best practices;
- Thorough knowledge of the British Columbia and specifically North Shore cultural scene;
- Community consultation skills;
- Process driven;
- Strong verbal and written English language skills.
- Skills in identifying, developing and initiating innovations and solutions where necessary;
- Superior collaboration and interpersonal skills and techniques, conflict resolution, and negotiation skills.

Remuneration

Part-time contract fee of \$80,000 for a 29 month contract – Feb 2018 to June 2020.

Evening and weekend work may be required. Commitment will average 20 hours per week, varying depending on work flow. Work space will be provided within the NVCAC office.

No travel fees or accommodation allowance available.

To Apply

Submit cover letter, CV and examples of previous projects by mail, hand-delivered (335 Lonsdale Avenue, North Vancouver, BC V7G 1T9) or to jointheteam@nvcacouncil.ca. Shortlisted candidates will be contacted for an interview once the submission period closes.

Deadline

Monday 15 January 2018, 11:59 p.m.