Project Manager
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Professional and Managerial Group

Project Manager
School of English and Theatre Studies
Temporary full-time from December 2021 to December 31, 2022
Hiring #: 2021-0660

Please read the Application Instructions [1] before applying

The International Institute for Critical Studies in Improvisation (IICSI) is a partnered research institute, funded through a SSHRC partnership grant. Housed at the University of Guelph, IICSI (pronounced “icy”) investigates how improvisation can improve life. IICSI’s mandate is to create positive social change through innovative scholarship; impactful arts events; and collaborative, community-oriented activities. Our Institute works with scholars, students, creative practitioners, and community partners to practice and study the existing and potential benefits of improvisation. This research has resulted in the development of new technologies for making sound; large-scale community gatherings; numerous publications, including articles published through our Institute’s peer-reviewed journal; workshops for youth; artist talks; and many academic conferences. We also coordinate graduate programs in Critical Studies in Improvisation through the University of Guelph. The project team includes 55+ researchers, student research assistants, and 40+ community partners. The Institute currently has sites at University of Guelph, McGill University, Memorial University, University of Regina, and the University of British Columbia. The Project Manager is responsible for the overall management of the Institute, with a particular focus on the main project site at the University of Guelph. The Project Manager also supports activities at other project sites. For more information on IICSI, please visit www.improvisationinstitute.ca.

The duties of the Project Manager (PM) include program administration and financial management, development, human resource management, event planning and management, and administration of the research network. The PM oversees planning and implementation of the Institute’s outcomes and activities, including annual colloquia, symposia, IICSI’s research website, and various outreach projects and activities. Reporting to the Institute Director, the Project Manager is responsible for the financial management of Institute budgets, including forecasting, milestone reports, and handling of operating expenses at the Guelph site. Further, the PM is responsible for working with other University of Guelph departments to ensure annual agreements are in place and transfer funding to other project sites. The PM also supports the MA and PhD in Critical Studies in Improvisation programs, including administration of student assistantships and internships with Institute community partners.

The Project Manager will participate in long-term strategic planning and in securing additional funding for the project. The Project Manager will also play a lead role in planning for the launch of a new research and performance facility for the Institute. This planning and development may include large-scale grant writing, meeting and negotiating with potential funders or partners, and reviewing other sources of project funding. The Project Manager will also supervise and/or participate in pursuing smaller-scale funding for standalone projects/events, as determined in consultation with the Project Director.

Priorities for the coming year include:

- Preparing for the launch of the ImprovLab (a CFI-funded research and performance facility set to open in 2022)
- Reporting for our current grants, including a SSHRC Partnership Grant
- Planning and development for the third iteration of IF, our annual improvisation festival, as well as other smaller events
The ideal candidate will have the following:

- Graduate-level expertise in interdisciplinary, participatory research (or equivalent work experience)
- Strong understanding of university research environments
- Demonstrated financial management skills – budgeting, bookkeeping, reporting. Experience with the University of Guelph’s Financial Reporting System (FRS) an asset
- Excellent written and oral communication skills appropriate for a rigorous academic environment
- Ability to work independently with minimal supervision
- Ability to work in a complex, collaborative multi-institutional, multidisciplinary research environment
- Flexibility, creativity, and strong problem-solving skills
- Ability to respond immediately to unforeseen challenges with innovative solutions
- Highly developed skills in administration, organization, time/project management
- Strong interpersonal skills, particularly an ability to deal productively and courteously with people in various positions and from a diversity of backgrounds
- Knowledge of various software products: Microsoft Suite. Experience with Final Cut Pro an asset
- Interest in (and knowledge of) contemporary improvised music an asset
- Fluency in written French an asset

This appointment is regularly performed on-campus but will be initially fulfilled remotely (off-campus) until the University resumes its regular operations.

Classification P05
Professional/Managerial Salary Bands [2]

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2021 12 03
Closing Date: 2021 12 13


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[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply
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