



# Flin Flon Arts Council

*The Flin Flon Arts Council brings northern art, culture and diversified communities together to create, learn, mentor, share ideas and support local artists*



## JOB POSTING - imagiNorthern Project Manager

Job Title:	<b>Project Manager</b>	Job Category:	Job Category
Organization Flin Flon Arts Council	<b>imagiNorthern Regional Creatives Development Project</b>	Job Code/ Req#: N/A	
Location:	Flin Flon, MB	Travel Required:	Travel Required to Northern Manitoba communities as outlined in project
Level/Salary Range:	\$75,000.00 16-month period	Position Type:	Contract (renewal possible) February 2025 - May 2026
Reports to:	imagiNorthern Executive Committee	Date Posted:	update
Will Train Applicant(s):		Posting Expires:	update
Applications Accepted By:			

MAIL, FAX AND/OR EMAIL

Flin Flon Arts Council  
P.O. Box 933 Phone: 204.687.5974  
Flin Flon, MB. Fax: 204.687.8799  
R8A 1N7  
Email: [projectlead@imagineinorthern.ca](mailto:projectlead@imagineinorthern.ca)  
Website: [www.imagineinorthern.ca](http://www.imagineinorthern.ca)  
[flinartonscouncil@gmail.com](mailto:flinartonscouncil@gmail.com)

### Job Description

## **imagiNorthern Regional Creatives Development Project Manager Roles and Responsibilities**

### **Overview**

#### **ImagNorthern is best defined by our mission:**

To make life better in Northern Manitoba, we embrace a wholistic worldview and are guided by our no-limits innovative spirit.

We nurture inclusive arts, creative and cultural communities, so they can play a profound role in a thriving and diverse economy.

Our priority is the well-being of artists, makers, producers, and communities, while honouring and making known the world over the rich tapestry of cultures, languages, and creative expressions across the North.

**ImagiNorthern**, incubated by the Flin Flon Arts Council, is a new Northern Manitoba group led by Northerners, for Northerners. ImagiNorthern secured a first round of funding for 2023-2024 from Canada Council for the Arts and the Province of Manitoba. In its first year, ImagiNorthern made considerable progress in establishing the group, hiring staff and seven champions in Flin Flon, The Pas, Opaskwayak Cree Nation, Snow Lake, Thompson, Churchill, and Brochet. In this initial phase it:

- ❖ Commissioned a base line study in 2022 of the arts sector in Northern Manitoba.
- ❖ Evolved a governance structure that ensures decisions are made in the North and suitable in each community, while drawing on support and expertise from key partners and stakeholders.
- ❖ Developed an initial Northern Champions network.
- ❖ Created a *Shop-in-the-Box* system including a Star Link mobile satellite internet toolkit available in the communities through the Northern Champions.
- ❖ Began to create physical presence in the communities.
- ❖ Collaborated with the Uptown Emporium, operated by the Flin Flon Arts Council, as a physical storefront and an e-commerce website to improve its operations and encourage artists to join these retail platforms.
- ❖ Began a regional cultural asset mapping survey.
- ❖ Initiated exploration of regional food products within select depots.
- ❖ Continues to seek funding to secure its long-term operations.

**Now, imagiNorthern is embarking on the next phase of development.**

The current second phase of the imagiNorthern project aims to exponentially expand the breadth of the online business presence of the project alongside further physical infrastructure development. Using the Northern Champion network and the Phase 1 technological advancements, the current project funding will be directed towards:

- supporting the 3rd Annual Northern Art Conference – Thompson in May 2025 - in partnership with the University College of the North
- Sustain and grow the champion network
- Further develop the online and e-commerce platforms - including coordinating with the Creative Manitoba digital portal.
- Support regional arts and creative sector development and “depot” development in each local community/region

Further develop the imagiNorthern brand, governance and market reach

Coordinate with the [uptownemporium54.com](http://uptownemporium54.com) ecommerce store to gain wide adoption among Northern Manitoba artists

The imagiNorthern Regional Creatives Development Project Manager position is a unique opportunity to strengthen the arts and creative sector from the grass roots up. You will be working on the overarching project in close coordination with the ImagiNorthern Champion Coordinator who provides on the ground support to the Champions network. The project manager will solicit advice from the imagiNorthern Advisory Board, while reporting to the imagiNorthern/FFAC Executive. The Project Manager is responsible for coordinating internal and external resources and any third-party

contractors for the execution of specific projects, as well as the day-to-day management of this project.

**Responsibilities:**

1. Operationalize existing business and marketing plan, as well as scope of work from successful funding applications by collaborating with the imagiNorthern/FFAC Executive, ImagiNorthern Champion Coordinator, Champions and the ImagiNorthern Advisory committee to establish specific project outlines to support each community including detailed work schedules and deliverables.
2. Together with the imagiNorthern Executive ensure necessary financial and human resource availability and allocation for the project at large and each community.
3. Identify priorities in each community that imagiNorthern can actively support through expertise, budget allocation, training, administration or in other ways and ensure that all community priority projects are documented and delivered on time, within scope and budget.
4. Update and revise imagiNorthern Project Handbook.
5. Collaborate with and support Northern Champion Coordinator; Uptown Emporium Manager, local tourism/EDO personnel, City official(s), third party and/or consultants on execution of projects.
6. Collaborate and advise on the Northern Manitoba Art and Food Project in terms of training and professional development for artists, makers, crafters and food entrepreneurs
7. Manage project deliverables, project scope, schedules and costs.
8. Measure project performance based on established goals.
9. Report to the imagiNorthern Executive routinely; specifically, any irregularities, personnel problems, any perceived problems or any issue that may interfere with project completion.
10. Develop and maintain comprehensive project documentation, including project management progress reports.
11. Provide written monthly progress reports to Executive Director according to policy.
12. Provide public presentations when required.
13. Collaborate and support the Northern Art Conference, including attending in May 2025 in Thompson to represent imagiNorthern

**Requirements and Skills**

1. Preferred educational background in Arts, business administration, project management or equivalent work experience
2. Project Manager experience would be an asset
3. Proven work experience in an administrator position (ideally related to program development, project administration, career development, arts administration), at least 2 to 3 years
4. Ability to manage or learn to manage a Shopify ecommerce site and regional websites for the ImagiNorthern regional champions

5. Able to work independently and stay focused and on task
6. Be a collaborative leader who facilitates the success of our Champions as a team
7. Excellent interpersonal skills
8. Excellent communication, written and verbal communication skills
9. Strong working knowledge of Microsoft Office, Word, Excel and PowerPoint

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time :	Date/Time