



The lifeline *for* Canada's  
entertainment industry

## **Canada Performing Arts Workers Resilience Fund (CPAWRF) Project**

### **Job Description**

**Title: Project Manager**

**Hours: Full-time (40 hours/week)**

**Contract Dates: ASAP - March 31, 2023 (with possible extensions to June 30th, 2023)**

**Salary range: \$34-\$38/hour**

**Number of positions available: 1**

#### **Responsibilities:**

The Project Manager will assist the Project Director on the startup, launch, implementation and wrap up of this new initiative. This position will coordinate multiple facets of this project. As this is a new project, the duties and responsibilities may change and vary as the project evolves, and would include, but not be limited to:

- Provide project support from project startup and implementation through wrap-up
- Maintain documentation of program systems and processes and liaise with staff members, partners, and third parties to respond to any issues
- With external support, maintain and troubleshoot project systems and processes
- Provide point of contact for vendors and suppliers
- Assist Project Director to:
  - Coordinate project resources and staff
  - Maintain integrity of financial controls and systems
  - Ensure proper financial records and other key documentation are maintained
  - Create and provide reports on program and financial activity as required
  - Work with accountant and auditor to ensure completion of successful audit for project fiscal year-end
- Ensure project team has operational infrastructure, IT and tools required for their jobs
- Ensure prompt and accurate delivery of payments by implementing and overseeing regular reports of successful applicants from the application database to our payment partner
- Ensure project is conducted according to schedule

**Qualifications:**

- 3+ years of project management experience or equivalent coordination roles
- Proficient with remote work solutions (Microsoft Teams and Office 365)
- Database skills (data entry, reporting)
- Excellent interpersonal skills, comfortable coordinating across teams/organizations
- Administrative experience, basic finance experience (coordinating documents, maintaining budget documents, creating basic reports), high level of accuracy and detail with data
- Strong, proactive organizational skills and ability to take initiative and work independently within project parameters
- Strong communication skills (spoken and written); French proficiency is an asset
- Working knowledge of and/or experience in the Canadian live performance sector is an asset

**Requirements:** Reliable internet access is required, and some physical privacy is needed to take client calls and store confidential material. A separate fee will be paid to compensate for the use of personal computers (must be equipped with a microphone or a headset), and internet.

**To apply:** [Please see the “How to Apply” section at the bottom of the main posting.](#)