
Upcoming Employment Opportunity

Position Title: Programs Manager

Term: June 2023 - June 2024

Wage (hourly): \$24.00

Duration: 1 year term position

Hours: 37.5hrs/week **some evenings and weekends may be required*

Location: Dawson City, Yukon

THIS POSITION IS NOT YET ACCEPTING APPLICATIONS

KIAC is seeking a Programs Manager, an enthusiastic, organized individual who will plan, implement, and deliver our exciting educational and artistic programs. This includes community courses and workshops, youth programs, and seasonal activities such as the demo tent at the Yukon Riverside Arts Festival and the Youth Art Enrichment program.

The ideal candidate has strong leadership skills, is highly organized, self-motivated, and able to work cooperatively in a dynamic environment with a wide range of individuals and community stakeholders, including professional and emerging artists, volunteers, parents and families, and more.

Qualifications and Experience:

- Professional experience in a visual and/or performing arts setting
- Demonstrated experience organizing or managing events and/or community programs
- Demonstrated experience with financial management including budgeting, reconciliation, grant-writing and reporting
- Excellent verbal and written communication skills
- Excellent time management skills with the ability to work independently, as well as cooperatively in a team
- Ability to lift and carry up to 20 lbs
- A clear criminal & vulnerable sector record check will be required prior to start date

Additional Assets:

- Experience working directly or indirectly with children and/or youth
- Familiarity with various arts and craft mediums
- Knowledge and understanding of Tr'ondëk Hwëch'in and/or Indigenous cultures in Canada
- Knowledge and understanding of Klondike Institute of Arts and Culture (KIAC) operations
- Experience with Google Suite software (Sheets, Docs, Gmail, etc)
- Valid class 5 Driver's License

Please note: KIAC will be accepting applications for this position in the coming weeks. Please visit www.kiac.ca or sign up for our newsletter for updates about this position.