

Hemispheric Encounters Partnership, Research Project Manager

Term: September 1, 2021 – August 31, 2022, with possibility of renewal

Overview:

“Hemispheric Encounters: Developing Transborder Research-Creation Practices” is a 7-year \$2.5 million SSHRC partnership project that seeks to develop a network of universities, community organizations, artists, and activists across Canada, the United States, and Latin America actively working in and with “hemispheric performance” as a methodology, a pedagogical strategy, and a tool for social change. A central goal of the project is to share strategies and resources, forming transnational alliances, and developing more advanced understandings of human rights and environmental justice concerns affecting multiple sites in the Western hemisphere. The partnership also seeks to define, explore, and experiment with "hemispheric performance practice" as a distinctive practice-based, anti-colonial, transborder, and collaborative mode of knowledge production. In doing so, we mobilize a set of innovative live and digital research-creation formats that are designed to increase public engagement, shape public discourse, and reach diverse audiences across the Americas and beyond the academy.

The Hemispheric Encounters Partnership team is seeking a dynamic Project Manager responsible for sustaining the partnership and facilitating coordinated research activities among partners. Reporting to the Principal Investigator (Professor Laura Levin, Theatre & Performance Studies, York University), and working with academic and community partners throughout the Americas as well as other York university staff, the Project Manager enhances, promotes and facilitates the research undertaken by co-investigators, collaborators, students, and diverse partner organizations. Number of hours per week: 35.

Major Responsibilities:

Administration

- Provides support to the research process, including coordinating ethics review process, supporting research (creative research and Knowledge Mobilization activities, public performances and exhibitions, etc.), and maintaining confidential materials and quantitative data
- Supports creative partnerships among academic researchers, artists, and activists as required for successful completion of the research program
- Arranges and attends team meetings, takes minutes, and ensures the preparation and distribution of meeting notes and supporting documents
- Monitors calls for proposals and other funding opportunities for the purpose of supporting grant activities
- Coordinates and assists with writing, preparation, and submission of grant proposals related to funding project initiatives (conferences, publications, etc.), including budgets
- Facilitates involvement of undergrad and graduate students in research conducted by the project team (e.g. as RAs, contributors to research clusters), including preparing contracts
- Ensures maintenance of space, equipment, furnishings and supplies in the project office
- Responsible for coordination of project support personnel (e.g. research assistants, web designer, Knowledge Mobilization officer). Coordination includes ensuring compliance

with Occupational Health and Safety requirements, prioritizing tasks, providing instruction, and arranging schedules.

- Responsible for other duties as assigned.

Event Planning

- Coordinates events as they relate to the project including performances, conferences, workshops, field schools and team meetings.
- Assists with preparing event materials, booking venues, arranging for catering and AV equipment, making travel/hotel arrangements, corresponding with event participants, and event wrap up activities (reimbursement of expenses and paying vendor invoices). Note: may require availability for occasional evening and weekend events.
- Coordinates site visits, including budgeting for travel and overseeing logistics. Note: Canadian and international travel may be required from time to time, depending on needs of the project.

Financial/Reporting

- With the PI, develops and monitors grant budgets and prepares financial forecasts
- Processes receipts and payment transactions including payroll and journal transfers
- Processes all receipts and payment transactions, including payroll, timesheets, ETFs, non-resident payments and journal transfers and tracks cash and in-kind contributions
- Arranges for set up of sub-grant transfer agreements to other project partners
- Prepares financial forms including purchase orders, cheque requisitions, and reimbursement of expenses
- Manages the finances of all other successful funding proposals supporting the project
- Maintains filing systems for all paperwork, ensuring all original invoices and receipts, copies of forms and timesheets are filed and kept for the required time period
- Reviews year-end financial reports generated by Research Accounting for PI approval
- Prepares, under the guidance of the PI, interim and final financial and reports for grants
- Assists partners in preparing Annual Partner Report, tracking cash/in-kind contributions.
- Other financial and reporting duties as necessary depending on the grant

Communications

- Serves as the primary contact and resource for the project's research activities
- Maintains effective and collaborative relationships with the research team, postdoctoral fellows, students, artist collaborators, and partner organizations, as well as Office of the Dean, AMPD, VPRI, Research Accounting, Procurement, and York faculties and units
- Ensures the effective flow of information internally and externally including promotional materials, announcements, newsletters, correspondence, or other activities as assigned
- Develops annual and final reports for funding agencies as required

Skills/Specialized Knowledge

- Excellent management and administration skills, and a demonstrated capacity to assist with large budgets and maintain deadlines
- A Master's degree in fine arts, arts, humanities, or related field, OR at least 5 years of professional administrative experience in the arts with record of engaging with academic research and/or contexts.

- Excellent management and administration skills, and a demonstrated capacity to assist with large budgets and maintain deadlines
- Demonstrated experience in project administration (experience in a university environment and in arts organizations is an asset)
- Initiative, high level of self-directedness and strong problem solving skills
- Excellent oral and written communication skills
- Strong teambuilding, scheduling, planning, coordination, and organizational skills
- Proven ability to exercise good judgement, take initiative and work independently
- Strong interpersonal skills and ability to deal courteously and effectively with people
- Excellent management skills and knowledge related to research or artistic projects/grants
- Strong scheduling and record keeping skills
- Strong computer skills including word processing and spreadsheets
- Experience working with multidisciplinary and multi-sectoral partnerships
- Excellent ability to assist in preparing grant applications (knowledge of SSHRC grants is an asset), responses to funders and financial reports, for various audiences;
- Ability to maintain project websites (knowledge of WordPress would be advantageous)
- Working knowledge of newsletter, Eventbrite, Zoom, Dropbox, and other online computing tools
- Experience using and instructing on the use of social media (Facebook, Twitter, and YouTube) for knowledge mobilization
- Advanced level in Excel and proficiency with MSOffice (Word, PowerPoint, etc.)
- Demonstrated experience producing events (conferences, exhibitions, performances, etc.), including coordinating logistics, working with press, and other related tasks.
- Experience with performance studies research, performance practice, research-creation, and/or artistic administration and curation is a strong asset
- Spanish, Portuguese, and/or French language skills are a strong asset

To apply, please submit a cover letter and CV to **Professor Laura Levin, Project Director** (levin@yorku.ca) by July 30, 2021. Please put the job title in the subject line. Applications will be assessed as they are submitted, and interviews may start before the closing deadline.