

Job Posting: Director of Training – Rozsa Foundation

The Rozsa Foundation is looking for a passionate, dedicated individual to join our team as the Director of Training to develop and lead the next iteration of our renowned arts management training programs.

The Rozsa Foundation is a philanthropic, learning-focused organization that advances equitable leadership and management practices in the arts in Alberta through an integrated use of training, funding, and storytelling supports. We focus on learning and advocate for the arts as we believe that a knowledgeable, equitable, and thriving arts community can play a critical role in bringing about social change.

The Director of Training is a full-time role, reporting to the Executive Director, who will work to expand the Rozsa Foundation's efforts to provide sector-leading professional development training opportunities for arts managers and leaders in Alberta and beyond. In addition to iterating, planning, and implementing our existing training opportunities, the Director of Training will lead the development of a new, broader range of programs that meet the needs of arts managers and leaders at all stages of their career journeys to better position them for success.

The ideal candidate for this role has prior experience in curriculum and instructional design, lesson planning and implementation, research and evaluation, team leadership, partnership building and management, and demonstrates a knowledge and interest in the latest trends and learning needs of the arts management community.

Collaborating with the Executive Director, Training Manager, the Rozsa Foundation staff, and external partners, the Director of Training is a team player and collaborator who brings creativity, initiative, and positive energy to the Rozsa Foundation.

If you are passionate about the arts, supporting learning in the arts community, enjoy collaborating with others, share the Rozsa Foundation's values, and have a desire to be part of a small team making a big impact, this position may be for you! We support work-life balance, promote physical and psychological safety, and offer competitive wages and benefits.

The Rozsa Foundation is committed to fostering a respectful, inclusive, diverse, and equitable workplace. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism, and reconciliation. Applications are encouraged from all qualified persons including members of equity-deserving groups that are historically disadvantaged and underrepresented. Accommodation is available during the hiring process, upon request.

Reports to: Simon Mallett, Executive Director

Location: Hybrid, with at least 3 days/week on site at 1721 29th Ave SW, Calgary

Some travel may occasionally be required, particularly to Edmonton

Hours of Work: 37.5 hours/week

Compensation: \$74,000 to \$80,000 salary plus benefits and professional development opportunities

Days of Work: This position works full-time hours, Monday through Friday

This role is a full-time permanent position and includes a comprehensive group benefits package and paid vacation time, upon the completion of a probationary period. Salary will be commensurate with the education, experience, and qualifications of the successful candidate. The successful candidate is expected to effectively manage their time as part of a hybrid workplace with required results and outcomes.

Key Responsibilities:

- Overall leadership, planning, design, development, implementation, monitoring, and evaluation of a suite of specialized professional development programs and projects in arts management and leadership.
- Innovation and continuous improvement of existing educational programs to ensure they are timely and meaningful opportunities that enhance the competencies and professional growth of arts managers and leaders.
- Leadership in the design and development of new programs & curriculum that address gaps within the current arts management professional development ecosystem.
- Development, application, and ongoing evaluation of education policies and procedures of the Foundation in line with its goals and objectives.
- Engagement in ongoing research, development, and implementation of knowledge of the external arts management environment including:
 - Current & emerging trends within arts management curriculum.
 - Arts leadership and management programs currently available in Alberta, across Canada and internationally, and who is offering them.
 - Information on applicable arts professional development grants to facilitate greater accessibility to Foundation programs.
 - The most current arts leadership literature.
- Creation and maintenance of positive relationships internally with other staff and externally with program partners, participants, alumni, prospective employers, and arts community members to promote programs and ensure they continue to meet community needs.
- Leadership of the hiring, recruiting, training, coaching, and management of the performance of training staff, contractors, guest speakers, and guest faculty members.
- Collaboration on participant recruitment strategies, the design of effective applicant registration and enrollment processes, and program logistics.
- Assistance in the creation of engaging marketing materials that promote programs and enhance the reputation of Rozsa Foundation offerings.
- Management of the budget for the Foundation's training programs, including assisting in developing the annual budget, and participation in financial reporting tasks and discussions as necessary.
- Written updates on the Foundation's Training programs for scheduled board meetings.
- Informed input to the Foundation on its arts research activity.
- Attendance at arts sector events in Alberta.
- Maintenance of well-organized electronic and print records, expanding the Foundation's database as required.
- Various other assignments as required and agreed upon.

Qualifications:

- Education and/or experience in curriculum development, instructional design, education, arts management, or related field.
- Experience at an arts or cultural organization is highly desired, especially related to the above.
- Experience in adult continuing education, online learning, and/or member services related to designing, implementing, administering, and delivering learning programs is an asset.
- Experience with formal coaching and/or mentorship programs is an asset.
- Experience working within, or alongside post-secondary institutions is an asset.
- Knowledge of the leaders in the Alberta arts sector is an asset.
- Experience in developing and implementing program evaluation.
- Experience in developing and maintaining relationships with a range of interested parties.
- A demonstrated ability to inspire and energize diverse teams.
- A demonstrated ability to apply innovative, forward-thinking for continuous improvements.
- Knowledge of the discourse on equity, diversity, inclusion, anti-racism, and reconciliation in Canada.
- Knowledge of Microsoft Office and fluidity with online social media tools.

Attributes:

- A passion for the arts and supporting the arts community.
- An eagerness to increase personal knowledge about arts management to enhance Foundation programs and impact the sector.
- Self-starter and strong team member.
- Well organized and able to manage multiple projects and tasks, prioritize work, and manage time effectively.
- Ability to take initiative and tackle urgent requests while balancing longer term goals and projects.
- Ability to think critically and make sound decisions.
- Resourceful, adaptable, and detail oriented with high quality standards.
- Excellent oral, written, and interpersonal communication skills, including cross-cultural communication skills.
- Comfort dealing with external parties and fostering positive working relationships.
- Ability to work independently with minimal supervision. Professional comportment as befits a Foundation representative.

For more information about the Rozsa Foundation, please visit our website at rozsafoundation.com. We thank all individuals who apply and will respond to all applications as decisions are made.

To apply, send an email to hire@rozsafoundation.com. Please include a short statement of interest (250-400 words) and a copy of your CV. This call will remain open until a suitable candidate is found.

The successful candidate will be required to confirm COVID-19 vaccinations as a condition of employment, subject to human rights exemptions.