

## **Creative Collectivities, Research Project Manager & Producer**

Term: October 1, 2025 – August 31, 2028

### **Overview:**

Emerging participatory digital technologies, including AI, AR, and VR, have created striking new forms of collective behaviour, changing the parameters through which we work together, engage in group decision-making, and build shared understandings of the world. “Creative Collectivities” is a 3-year, \$1.5 million project funded through a Canada First Research Excellence Fund (CFREF) Teams Grant, which proposes that theatre practice offers an ideal site for identifying, testing, and predicting impacts of participatory media on collective action and civic engagement. We will lead a multi-sited co-creation process with five globally renowned intermedial and equity-focused theatre companies/artists to explore how theatre experimentation with participatory technologies can produce new critical insights into the effects of digital tools on social interaction. Together, and working alongside researchers in the arts, neuroscience, and engineering we will also investigate performance’s potential for rehearsing alternative forms of collectivity and civic participation.

The Creative Collectivities team is seeking a dynamic Project Manager responsible for sustaining the partnership and facilitating coordinated research activities among partners. Reporting to the Principal Investigators (Professors Michael Wheeler and Laura Levin, Department of Theatre, Dance, and Performance, York University) and working with academic and community partners 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

Rate of Pay: \$70,000 per year + benefits

Location: Hybrid (work from home arrangements can be discussed, though attendance at some in-person meetings, workshops, rehearsals, performances, etc. will be required)

### **Major Responsibilities:**

#### ***Administration***

- Provides support to the research process, including coordinating ethics review, 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.
- 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, Financial Assistant). 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***

- Working closely with a larger team of student research assistants and artists at partner organizations, oversees coordination and production of events as they relate to the project including in-progress and final performances of theatre collectives, workshops, and team meetings. Presentations will take place at FOLDA: Festival of Live Digital Art and elsewhere. While the Project Manager and Producer will produce the larger artistic project (Creative Collectivities) in which a series of performances are developed, each group will employ their own producers for individual projects and SpiderWebShow's producer will oversee production of the FOLDA Festival itself.
- In collaboration with a larger logistics team and Financial Assistant, assists with preparing event materials, booking venues, arranging for catering and AV equipment, 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 making and budgeting for travel/accommodations and overseeing logistics. Note: Project Manager may be required to participate in Canadian and international travel from time to time, depending on needs of the project.

### ***Financial/Reporting***

- With the PI, develops and monitors grant budgets and prepares financial forecasts.
- Working with Financial Assistant, oversees processing of all receipts and payment transactions, including payroll, timesheets, ETFs, non-resident payments and journal transfers and tracks cash and in-kind contributions. Also with Financial Assistant, prepares financial forms including purchase orders, cheque requisitions, and reimbursement of expenses.
- Arranges for setup of sub-grant transfer agreements to other project partners.
- 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, including 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 a 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 and/or arts producing (experience in a university environment or in arts organizations is an asset)
- 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
- Experience working with multidisciplinary and multi-sectoral partnerships
- 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)
- Basic working knowledge of online computing tools such as Eventbrite, Zoom, Slack/Microsoft Teams. Knowledge of content management systems such as WordPress, Squarespace, etc. is an asset.
- 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 research, performance practice, research-creation, and/or artistic administration and curation is a strong asset

To apply, please submit a cover letter and CV to **Professor Laura Levin, Project Co-Director** ([levin@yorku.ca](mailto:levin@yorku.ca)) by September 7, 2025. 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.