



Do you believe in the power of ideas, possibility, and in building community?

Alberta University of the Arts (AUArts) is looking for a **Manager, Entrepreneurship & innovation** to lead the implementation of a strategic growth portfolio for academic bridging, pathway programs, new program development, career services, and continuing education for the University.

This is a permanent, full-time position and hours of work are 35 hours per week.

### **Why AUArts?**

Alberta University of the Arts rests on the traditional Treaty 7 Territories of the Blackfoot people and in the spirit of our collective effort to promote reconciliation, we acknowledge the traditional territories and oral practices of the Blackfoot Confederacy, which includes Siksika, Piikani and Kainai, the Tsuut'ina, the Stoney Nakoda First Nations (Bears paw, Chiniki and Wesley), Metis Nation Region III, and all those who make their homes in the Treaty 7 Region of Southern Alberta.

AUArts is a community of thinkers, shapers, makers, and risk takers. We are students, faculty, staff, and alumni rich in diversity of culture and thought, challenged to fearlessly explore what moves us, drives us, and implores us to see the world differently.

The Alberta University of the Arts offers its 1,100 students studio-based programming that leads to a Bachelor of Fine Arts, a Bachelor of Design, and an MFA in Craft Media. It has deep roots in Calgary's creative community and will soon be celebrating its centennial.

### **The Opportunity**

Competition #2223-MR-MP-26

Reporting to Dean, Innovation, Learning & Development, the Manager will oversee the learning pathways for employability skills through educational opportunities for students, alumni, professionals, and life-long learners. This role will provide institutional support for entrepreneurial and innovation initiatives such as professional programming, program development, advancement of external partnerships, and diversification of revenue.

### **Key Responsibilities:**

#### **Continuing Education Operational Management**

- Manage the operations of learning portfolios, including a team of continuing education instructors, developers and support professionals.

- Manage employee relations, including goal setting, performance appraisals, mentoring, and coaching.
- Oversee operational costs, budget and asset management.
- Provide direction regarding departmental goals and initiatives including equity, diversity & inclusion.
- Provide oversight on asset operations and purchases.

### **Learning Pathways & Entrepreneurship Leadership**

- Provide strategic implementation and operational leadership and development of program development for non-degree credentials and pathways.
- Develop and present program proposals to support and expand bridging to credentialed programs.
- Lead and grow professional and corporate learning offerings.
- Create and implement an updated model for continuing education programs.

### **Career Services Management**

- Create and direct a non-traditional career services model that is unique to an art, craft, and design institution.
- Develop a comprehensive Career Services Model to enhance the learning experience, prepare students for integration into the workforce and to meet provincial guidelines.
- This includes developing industry partnerships, market analyses, competency frameworks, and workshops.
- Oversee the management and facilitation of career services learning opportunities and accompanying services such as skills building for new entrepreneurs.

### **Partnership Development**

- Manage and grow domestic and international partnerships to maximize revenue targets.
- Foster internal and external partnerships to facilitate growth and collaboration opportunities. Partnership activities may include the development of contracts and MOU's, delivery of co-hosted events, boot camps, accelerators, development of conferences, workshops, and networking sessions.

### **Qualifications:**

The following qualifications have been determined to promote likelihood of success in the role. In alignment with the principles of inclusion, individuals with an alternative equivalent qualification may be considered.

- Degree in a related field, such as Adult Learning, Business, Entrepreneurship, or Marketing.
- 5 years experience in a similar leadership role
- Demonstrated experience in entrepreneurial education service provision
- Demonstrated experience initiating and stewarding external and internal relationships with potential clients and stakeholder groups
- Knowledge of post-secondary legislation, policies, and procedures
- Proficient in operational and financial management
- Masters Degree in a related field is an asset

- Demonstrated accomplishment in revenue generation, preferably with educational program development with diverse constituencies from public, private, and non-profit sectors is an asset
- Demonstrated experience in business planning, marketing, and financial administration is an asset
- Demonstrated experience in strategic planning and implementing change initiatives is an asset

The starting annual salary will be dependent upon the candidate's skills, education, and experience.

### **What We Offer**

- Comprehensive benefits package including pension and health spending account
- Annual vacation starting at 24 days, 9 Manager Flex days, Personal days, and other types of leave
- Paid time off over the University closure from December 24 – 31
- Flexible / hybrid work arrangements

### **How to Apply**

**Apply Here:** <https://can63.dayforcehcm.com/CandidatePortal/en-US/auarts/Posting/View/984>

Applications must be submitted as a single PDF document and include:

- Cover Letter
- Curriculum Vitae / Resume

Review of applications will continue until the position is filled or the search is closed. While we thank all candidates for their interest, only applicants selected for an interview will be contacted.

Further information about AUArts is available on our website at [www.auarts.ca](http://www.auarts.ca).

**AUArts is an equal opportunity employer and is strongly committed to fostering inclusion and belonging within our community.**

We welcome applicants who have demonstrated a commitment to upholding the values of equity, diversity and inclusion and recognize that diverse perspectives, experiences, and expertise are essential to strengthening our academic mission. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, persons with disabilities, those who identify as women and/or 2SLGBTQ+.

We recognize the legitimate and potential impact that career interruptions (maternity leaves, leave due to illness) can have on a candidate's record of research achievement. Applicants are encouraged to identify in their application the impact that career interruptions may have had on their record of practice and achievement; this will be taken into consideration during the assessment process.

We are committed to making our recruitment, assessment, and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact [hr@auarts.ca](mailto:hr@auarts.ca). All requests for accommodation will be treated confidentially

Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority. All successful candidates must demonstrate that they are legally entitled to work in Canada.

The collection of personal information is for the purpose of determining eligibility and suitability for employment as authorized by the Freedom of Information and Protection of Privacy (FOIP) Act, section 33(c). If you have any questions about the collection of your information, please contact our FOIP Coordinator at [foip@auarts.ca](mailto:foip@auarts.ca).