

CONCERT Project Manager

Job Description

Title: CONCERT Project Manager

Job Type: Full Time, 12-month Contract

Location: Toronto, ON, CANADA

Job Category: Project Management, Strategic Planning, Communications, Consulting, Management, Research

Industry: New Media, Entertainment, ICT, Research & Development

CONCERT Description: The Consortium on New Media, Creative, and Entertainment R&D in the Toronto Region (CONCERT) has raised financial support from its partner organizations and has been awarded \$300,000 in matching funds as part of the Ontario government's Entertainment and Creative Cluster Partnerships Fund to lead a unique public-private partnership that will help fuel commercialization and economic development of the entertainment and creative industries within the Greater Toronto Area (GTA). The consortium's work will allow an integrated approach, across sectors, to research and development (R&D) within the industries in the GTA, strengthening links and working relationships between the academic research community and industry to meet the goal of becoming a world-leading hub of innovation in the entertainment, screen-based, ICT, digital media, and creative industries. CONCERT was founded by three original partners (The Ontario College of Art & Design, Ryerson University, and York University) and now consists of more than 25 organizations. The partner organizations are drawn from industry, academia, government, industry associations, and other research- and innovation-focused organizations. Governed by a high-level steering committee, CONCERT will create an industry-led regional innovation plan over the coming year that will ensure a centre of research excellence within the GTA and groundbreaking, leading-edge convergence of research.

Description of the Position: Reporting to the CONCERT Steering Committee, the project manager is accountable for managing the day-to-day consortium activities, ensuring that the operational plan and financial plan are followed and that all deliverables are met by the project consulting team. The project manager is responsible for ensuring that deliverables are met on time, on budget, and within scope. The project manager will serve as secretary to the steering committee and will liaise across sub-committees and working groups. Managing consortium, stakeholder, and consultant relationships within the scope of the project will be an important part of the role. The project manager will manage project meetings, track and measure progress, provide ongoing status reports, problem-solve, liaise with government, and oversee financial planning in conjunction with other key team members. The project manager will also be expected to provide input on tactical and strategic directions, to contribute to the development of an integrated stakeholder engagement strategy, to coordinate public outreach and communication activities, and to ensure collaboration and consortium-building.

CONCERT The Consortium on New Media, Creative, and Entertainment R&D in the Toronto Region

Qualifications: Effective communication, interpersonal, facilitation and project management skills are a must for the successful candidate. In addition, candidates for this position should possess the following qualifications.

- Proven experience in project management
- An understanding of R&D, commercialization, and regional innovation concepts and theories will be considered a strong asset
- Experience working within the entertainment, screen-based, ICT, digital media, and creative industries, an understanding of the needs of these industries, and an ability to effectively work across these industries will be considered a strong asset
- Exceptional organizational capabilities
- Proven ability to successfully meet schedules and achieve deliverables
- Past experience managing and coordinating a large-scale strategic regional planning initiative is considered a strong asset
- Experience interacting with senior executives and Boards
- Outstanding people skills and are a team player
- Experience working with and directing consultants
- Able to function independently yet collaboratively within a team
- Experience in developing and maintaining stakeholder relations
- Excellent written and verbal communications skills, solid presentation skills, and a professional appearance and demeanor are required
- Communications, marketing, and public affairs experience a benefit
- Creative thinker with problem-solving abilities
- A post-secondary degree is mandatory, with a graduate degree preferred
- PMP certification is considered an asset
- Fluency with MS Project, MS Excel, MS Word, MS PowerPoint

Salary: \$70-\$80K commensurate with experience. Excellent benefits.

Application Deadline: Thursday, April 19, 2007

Starting Date: Immediately

To Apply: Please state “CONCERT Project Manager” in the subject line of your email and send a resume and a cover letter clearly detailing your qualifications as they relate to the position by e-mail only to rsrchjbs@yorku.ca. Only candidates chosen for an interview will be contacted.