



We're Hiring!

Title: **Executive Director** (38 week contract, *possibility of renewal*)

Compensation: \$28/hour

Timeline: August 10th, 2026 - May 28th, 2027. This position is based on 20 hours per week for 38 work weeks. The organization is closed for two weeks over December holidays and an additional two weeks aligned with school spring breaks; these four weeks are unpaid and do not count toward the 38 week contract dates.

DESCRIPTION

Young Lungs Dance Exchange is a not-for-profit artist-run organization committed to the research and development, creation, and presentation of contemporary dance and performance on Treaty 1 Territory, Winnipeg, MB.

Our range of projects are aimed at dancers, makers, thinkers of dance, and anyone contributing to their physical understanding of self and the world around them. We believe that physical expression is a political act that requires support and community interaction. We therefore are committed to nurturing the beginnings of the creative process when artists are most engaged in experimentation, research, building new ideas and discovering new collaborations.

We are looking for an Executive Director to lead our organization in supporting the evolution of dance in Manitoba. The ideal candidate will share with us a love for dance and the belief that dance should hold a vital and valued place in society. As well, they will have an excitement for creative visioning, and the drive and experience to steer this organization.

RESPONSIBILITIES of YLDE's EXECUTIVE DIRECTOR

<p>Organizational Development</p> <ul style="list-style-type: none"> ● Expand and develop organizational policy in collaboration with the Board of Directors and the Programming Manager. ● Research, vision, and plan future Young Lungs Dance Exchange organizational development in collaboration with the board of directors, Programming Manager, and board committees, in relation to YLDE's Strategic Plan and Guiding Principles. ● Research grant opportunities that match the direction of the organization, and advance organization into operational funding pool streams with Canada Council for the Arts when eligible. ● Assist the Board in continuing to implement YLDE's Strategic Plan.

Human Resources
<ul style="list-style-type: none"> • Facilitate bi-monthly staff meetings with Programming Manager and Marketing and Communications Director • Oversee general programming activities • Liaise with artists • Meet with funders • Maintain positive relations to all those connected to YLDE (contractors, artists, funders, partners, etc.)
Operations
<ul style="list-style-type: none"> • Oversee all YLDE activities. • Manage all partnership and sponsorship activities • Oversee the management of the Research Residency • Write all grants within applicable categories for the organization within all levels of government, and beyond • Reporting of activities: write final reports
Admin
<ul style="list-style-type: none"> • Propose projected budget and maintain actual budget. • General bookkeeping management, and work with Treasurer to manage YLDE finances • Maintain an organized filing system for all YLDE related documents • Report to the Board of Directors • Monitor work hours, budgeting time appropriately for working dense periods (ex. grant deadlines, and Research Residency)
Communications and Outreach
<ul style="list-style-type: none"> • Act as media contact • Establish and maintain partnerships by engaging with relevant organizations, artists, and stakeholders within the local, national, and international arts community • Oversee, and at times manage, social media accounts (Instagram, Facebook), e-newsletter, Community emails/bulletins, and Eventbrite/Zeffy, Website • Review e-Newsletter created and disseminated by the Marketing Director • Communicate with artists, funders, and stakeholders involved with YLDE programming • Monitor and respond to emails

QUALIFICATIONS for YLDE's EXECUTIVE DIRECTOR

Knowledge, Skills & Abilities
<ul style="list-style-type: none"> • Excellent communication skills (written, verbal, and visual) • Strong independent work ethic, and excellent organizational skills • Proficiency in excel spreadsheets • Strong project management skills, ability to handle projects end-to-end

- Must have a love for communicating with people, and deep respect for art
- Must be highly adaptable and able to lead a team, as well as work collaboratively
- Must be willing to work some evenings and weekends to manage events
- Must have an understanding of the online platform 'Zoom'
- Must have access to wifi, work space, and a working smartphone & computer

Experience

- Must have experience in leading an organization or team
- Must have experience working in dance, performance, and/or the arts
- Experience working within the Winnipeg dance community is an asset
- Experience working in the non-profit sector, and with a board of directors is an asset
- Experience using WordPress, Google Drive, Mailchimp, Canva, Eventbrite/Zeffy, Facebook, and Instagram is an asset
- Must have expertise in the areas of grant writing, budgeting, making schedules, and keeping deadlines

Young Lungs Dance Exchange (YLDE) is located in Winnipeg, MB on Treaty 1 Territory. Our Board of Directors Ntara Curry, Branwyn Bundon, Laura Vriend, Jaymez, Gislina Patterson, Sage Cloud, and Nicole Shimonek, welcomes all humans to participate in YLDE activities, and strives to work on/with accessible platforms, and in physically accessible studios and venues. YLDE has a zero tolerance policy for any racial discrimination, transphobia, gender discrimination, misogyny, bullying, or sexual harassment. YLDE strives to be a safer space for everyone.

YLDE is committed to the principle of equitable access to employment, and welcomes applications from diverse backgrounds. We encourage you to self-identify in your cover letter.

If you are interested and qualified for this exciting opportunity, please submit a cover letter and resume by end of day, **Friday, June 5th, 2026** at 11:59 PM CST to Gislina Patterson, Board Chair, Young Lungs Dance Exchange.

By email: younglungs.wpg@gmail.com with subject line: YLDE Executive Director

We thank all applicants for their expression of interest. All applicants will be contacted by email with the status of their application. In person or zoom interviews will be scheduled for candidates moving forward.