We're Hiring!

Title: **Programming Manager**
Starting Wage: $26/hour
Timeline: November 2, 2026 - July 2, 2027

This position is based on 15 hours per week for 31 work weeks. The organization is closed for two weeks over December holidays and an additional two weeks to be taken at the discretion of the Programming Manager and Executive Director; these four weeks are unpaid and do not count toward the 31 week contract dates.

This is a hybrid position, with some work done remotely, and some in person requirements at events.

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.

The Programming Manager, in collaboration with the Executive Director, coordinates and executes YLDE yearly activities that can include workshops, AGM, and YLDE's Artist Residency.

YLDE's Artist Residency is designed to support the creative processes of artists from all disciplines engaging in dance and/or movement-based research, by providing resources such as artists fees, rehearsal space, and public presentation opportunities. The purpose of the residency is to allow for in-depth research, critical thinking, risk-taking, professional development, skill enhancement, and an exchange of ideas. YLDE is committed to nurturing the beginnings of the creative process with this Artist-In-Residency program.

We're looking for a Programming Manager to coordinate all aspects of the 2026-2027 season. 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 the creative process, project planning, and engaging with people.

RESPONSIBILITIES of YLDE's PROGRAMMING MANAGER

Organizational Development
● In collaboration with the Executive Director, expand and develop organizational policy in collaboration with the Board of Directors. ● In collaboration with the Executive Director, Board of Directors, and board committees, research and plan future organizational development in alignment with YLDE's Strategic Plan and Guiding Principles. ● Notify ED when potential funding opportunities arrive. ● Assist the Board in continuing to implement YLDE's Strategic Plan.
Human Resources
● Liaise with artists. ● Maintain positive relations to all those connected to YLDE (contractors, artists, funders, partners, etc.)
Operations
● Research, secure space, and negotiate rentals. ● Manage all programming, including: residencies, workshops, training, jams, presentations, and other outreach events. ● Manage and facilitate in person events including Research Residency, Open Studios and Public Sharings. Some evenings and weekends will be required based on event scheduling. ● Write contracts. ● Assist in preparing and submitting grant applications for the organization within all levels of government, and beyond. ● Assist in reporting of activities and submitting final reports. ● Write calls for artists, and statements/material for the public as needed. ● Collect and maintain records for CADAC reporting. ● Assist ED in administrative tasks.
Admin
● Manage payroll. ● Pay invoices. ● Maintain an organized filing system for all YLDE related documents. ● Assist with reporting to the Board of Directors. ● Monitor work hours, budgeting time appropriately for work dense periods (Artist Residencies)
Communications and Outreach
● Collaborate with the Executive Director to establish and maintain partnerships by engaging with relevant organizations, artists, and stakeholders within the local, national, and international arts community. ● Collaborate with Marketing and Communications Support staff to oversee, and at times manage, social media accounts (Instagram, Facebook), newsletter, Eventbrite/Zeffy, and website. ● Communicate with artists, funders, and stakeholders involved with YLDE programming. ● Monitor and respond to emails.

QUALIFICATIONS for YLDE's PROGRAMMING MANAGER

Knowledge, Skills & Abilities
● Excellent communication skills (written, verbal, and visual) ● Strong independent work ethic, and excellent organizational skills ● Strong project management skills, ability to handle projects end-to-end ● Proficiency in excel spreadsheets ● Must be highly adaptable and able to work collaboratively ● Must have a love for communicating with people, and deep respect for art ● Must be willing to work occasional evenings and weekends to attend events ● Must have access to wifi, work space, and a working computer
Experience
● Must have experience in event planning and coordination ● Experience working in dance, performance, and/or the arts is an asset ● Experience working in the non-profit sector is an asset ● Must have expertise in the areas of correspondence, working with people, time-management, budget keeping, and scheduling

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, **October 26, 2026 at 11:59 PM CST** to Emma Beech, Executive Director, Young Lungs Dance Exchange.

By email: younglungs.wpg@gmail.com with subject line: YLDE Programming Manager

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.