



Canada Research Chair in Black Studies
Queen's University

Project Manager for *Concertinas: Black Methodologies and Poetic Geographies*

The Project

Reporting to the Principal Investigator (PI), The Project Manager (PM) will co-ordinate key projects related to *Concertinas*: workshops, conferences, creative projects, and exhibits (bookmaking, installations, digital showcases, DJ sets). The PM will manage the implementation of the projects including the overall project plan and activities, data management, financial tracking, reporting, events/meeting coordination, and communications.

Concertinas is a project supported by a Canada Research Chair in Black Studies and a Social Science and Humanities Insight Grant. This project centres theorists and creatives in black studies, paying close attention to their methodological practices. Project activities include examining how black studies theorists and creatives employ interdisciplinary-multidisciplinary methods and collating how they work with and across multiple genres, styles, ideas, forms, sounds, and narratives. The project will also practice interdisciplinary-multidisciplinary methodologies by holding conversations and workshops that draw lines between creative works and theoretical works and generate narratives that blur the connections between the arts and scholarship. Pairing theory and cultural production with placemaking, the project will also think through how interdisciplinary-multidisciplinary activities are tied to the production of space and attendant locations of liberation (which can be imaginary, creative, concrete, architectural, sound based, and more).

The Place(s)

This position is in Kingston, Ontario, at Queen's University in the Department of Gender Studies. The Department of Gender Studies is home to the Black Studies program as well as the Gender Studies undergraduate, masters, and doctoral programs. We are an anti-racist and feminist community, with activist-organizing roots that extend beyond the university.

While centered in Kingston, the project itself is committed to a black diasporic vision—events, speakers, workshops, and conversations will take place with black communities from across Canada, as well as Europe, the Caribbean, Africa, the USA.

Job Summary

Responsibilities of the PM include, but are not limited to:

- organizing and monitoring project timelines, ensuring the project is moving forward as designed, and reporting progress/potential issues to the PI.
- checking in and working with student researchers and working groups.
- coordinating and conducting information gathering, such as web searches and outreach related to specific projects or events.

- coordinating and facilitating logistics for events, including booking space, catering, advertising, guest lists; coordinating with guest speakers, travel arrangements, hotel reservations.
- liaising with partners at Queen's University (Stauffer Library, Agnes Etherington Art Centre, Black Studies, Gender Studies, The Yellow House).
- tracking financial activities for the project and submitting payment requests.
- other duties in support of the project.

This position may require the PM to occasionally work flexible hours including evenings and weekends to accommodate special events.

Other Important Details

The incoming PM should have relevant experience in project management and/or administration and a knowledge of Queen's University and Gender Studies. Social justice and/or arts organizing with an emphasis on feminism and anti-racism are assets. The incumbent must have exceptional organizational skills, strong attention to detail, and demonstrate an ongoing commitment to creative and collaborative work.

This is a casual six-month term contract with approximately 120 hours available from July 1, 2023-December 31, 2023, and an opportunity to renew.

Hourly rate between \$32-38/hour, inclusive of vacation pay. As this is a casual contract, no benefits are available.

Remote/virtual options are available, although some site-specific tasks will be part of the position. Office space and computer can be provided.

Application Instructions

Applications should include a cover letter and resume. All application material should be collated into one document and submitted via email to gnds.hiring@queensu.ca by 4:30 pm EST on May 12, 2023. Only those selected for an interview will be contacted.