



Manager - Partnership Operations
Abundant Intelligences Partnership

Application deadline: January 29, 2025

Start date: As soon as possible

Salary: \$85,000 - 100,000 depending on experience

Hours per week: 40 hours/week

Position title: Manager - Partnership Operations - Abundant Intelligences Partnership

Primary Investigator: Prof. Jason Lewis

Location: Indigenous Futures Research Centre, 1250 Guy Street, Concordia University, Montreal, QC, Canada. This position is in-person.

Who We Are

[Aboriginal Territories in Cyberspace](#) (AbTeC) is a research studio-lab of artists, academics, activists, and technologists exploring the intersections between Indigenous creative practice, cultural expression & knowledge frameworks and digital & networked technologies. [Prof. Jason Edward Lewis](#) is AbTeC's Primary Investigator (PI). AbTeC is part of the [Indigenous Futures Research Centre](#) (IFRC), which, in turn, is part of Concordia's [Milieux Institute for Arts, Culture and Technology](#). AbTeC is based at Concordia University (Montreal). See www.abtec.org.

AbTeC is home for [Abundant Intelligences](#). Abundant Intelligences is an ambitious, large-scale (\$28 million), six-year research Partnership exploring how to integrate Indigenous Knowledges and Artificial Intelligence systems. It is conducted by an international research team co-directed by Prof. Lewis and Prof. Hemi Whaanga at Massey University (New Zealand). The research team consists of 48 co-investigators and collaborators at 13 universities/research institutes and 8 community-based organizations across 18 time zones. We are artists, computer scientists, community knowledge-holders, historians, designers, neuroscientists, linguists, sociologists, and more, with representation from 15 Indigenous nations. See www.abundant-intelligences.net.

Why we need you

Abundant Intelligences is ambitious. We are committed to transforming how AI research is conducted and AI technologies created in order to better serve humanity. We need you, an equally ambitious manager to conduct the smooth running of this complex research endeavor. We have a small but mighty headquarters (HQ) staff that need inspired and inspiring leadership as they support the research and community-engagement activities of our diverse and far-flung research team. We work extensively with Indigenous communities in Canada, the US, the Pacific, and New Zealand, and require

a headquarters team that is focused, adaptive, and passionate about our mission to co-develop advanced computational technologies with them. Our ability to successfully conduct our research will depend on your ability to keep all the moving parts of this Partnership working together smoothly.

Here's what you'll be doing

As our Manager Partnership Operations you'll ensure that the HQ staff are well-equipped and highly energized as they support Partnership leadership, our six research clusters, students and community-based learners, and our institutional and Indigenous organization Partners. Working with Partnership leadership, you'll identify where the HQ staff should spend their time and effort, anticipate their resource and staffing needs, and develop operational plans that keep everyone sync'd up and pushing forward. You'll also be in continuous conversation with research cluster administrators to understand how the HQ team can best support them in their different institutional, community, and disciplinary contexts.

Responsibilities

Planning and Organizing Work

- Develop plans to accomplish work operations and objectives.
- Ensure resources, tasks, and responsibilities are clearly defined, and that shared resources are used efficiently.
- Manages reporting on research activity to our funders and Partners.
- Ensures that Governance committees (Steering, Working Groups, Advisory, etc.) are properly supported.
- Assists with strategic planning to develop plans, organizational structures, and systems to fulfill research goals.
- Plans, develops and executes research operations; arranges and assigns operations staff to best use Partnership funds.

Budgeting (in conjunction with Finance Director)

- Plans and monitors expenditures related to running HQ in alignment with Partnership objectives and compliance.
- Provides input to budget proposals, reports, and projections as well as forecasting future staff needs.

Human Resource Management (in conjunction with the Studio-Lab Manager)

- Recruits, selects, develops, counsels, disciplines, and evaluates performance of HQ staff.
- Ensures compliance with Concordia human resources policies and procedures for HQ staff.
- Provides feedback and advice to Partnership leadership on staffing requirements.
- Explores, plans, and supports employees in career development opportunities.

Studio Management

- Identifies technical needs and opportunities to enhance productivity, collaboration, and data management across the HQ team.
- Collaborates with AbTeC Technical Manager to ensure effective technical infrastructure to maintain functioning of HQ.

- Collaborates with the AbTeC Studio-Lab Manager and the Indigenous Futures Research Coordinator to coordinate and manage shared facilities, equipment, supplies and related resources.

You'll need these qualifications

- You have 6 years or more experience managing people and spaces for small-to-medium sized teams before.
- You have absurdly good interpersonal, organizational, and administrative skills.
- You have experience working with Indigenous communities and organizations and/or experience teaching Indigenous students and learners.
- You are autonomous, obsessed with accuracy, and value attention to details.
- You have excellent communication skills, including spoken and written English.
- You use tact, diplomacy, sensitivity and flexibility in dealing with research teams and Indigenous community organizations and members.
- You are passionate about being organized, about showing others how to better organize their work, and get excited about showing them how to make the most of our productivity tools.

It would be nice if

- You have a Bachelor's degree in a discipline relevant to the management of research practices. A graduate degree would be even better.
- Have experience working in academic and/or industrial research environments.
- You know an Indigenous language—or two!
- You are competent in spoken and written French.
- You have your own highly effective toolchain that you are excited to share with others.

Category

This will be a Research Exempt managerial position.

How To Apply

Please send your CV and cover letter to ifrc-jobs@concordia.ca by the application deadline. The cover letter should address why you are applying, what about the position attracts you, and how you heard about the position.

All applicants will receive an acknowledgement email; however, only those selected for an interview will receive further instructions. Interviews will take place in person or over Zoom until the right candidate is found. Thank you very much to those who apply for your time and interest.

Employment Equity

Concordia University is strongly committed to employment equity within its community, and to recruiting a diverse faculty and staff. The University encourages applications from all qualified candidates, including women, members of visible minorities, Indigenous persons, members of sexual minorities, persons with disabilities, and others who may contribute to diversification; candidates are invited to self-identify in their applications.