ACTRA

ACTRA (Alliance of Canadian Cinema, Television and Radio Artists) is the national union of over 28,000 professional performers working in English-language recorded media in Canada, including TV, film, radio, and digital media. ACTRA's principal role is to negotiate, administer and enforce collective agreements to provide performers with equitable compensation as well as safe and reasonable working conditions.

- *Do you have a passion for ensuring performers receive the renumeration they work so hard for?*
- *Do you want to work with a dedicated team of professionals? If so, come join the movement. You're in Good Company at ACTRA.*

ACTRA National is seeking temporary full-time (one-year contract):
IT Project Manager

Position Scope:

The IT Project Manager is the primary point of contact responsible for planning, executing, and delivering the launch of ACTRA's new iMIS Membership System on time, within budget, and in accordance with rollout specifications. To achieve these important goals, the IT Project Manager will have to quickly become familiar with ACTRA's current membership system as well as the User Stories for the new the system. They will define project requirements and scope, acquire necessary project resources, and supervise team members and external vendors. Efficient delivery of project deliverables, effective quality control, clear communication of expectations to stakeholders and upward reporting to senior management are critical tasks that must be performed throughout the project's lifecycle.

Responsibilities:

- Manage the entire lifecycle of iMIS project, ranging from strategic planning initiatives to tactical activities.
- Partner with outside vendors in the design and modification and supervise the implementation.
- Establish a Project Charter for the project, defining the project's goals, objectives, risks, assumptions, staffing levels, roles and responsibilities, work breakdown structure, timelines, milestones, and deliverables.
- Manage project activities throughout the lifecycle, including the allocation of adequate resources, scheduling, documentation, budget, and other factors necessary for success.
- Plan the project timelines, milestones, deliverables, and micro-deliverables using the appropriate PM methodologies.
- When necessary, organize project team into suitable workgroups and guide the teams throughout their efforts to produce deliverables according to specification.
- Establish and deliver mechanisms for tracking the projects progress and reporting to stakeholders via a formal communications plan.

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- Conduct stakeholder meetings and forums to solicit feedback, input, and expectations; incorporate these into project plans where reasonable.
- Establish, implement, and follow a formal change management program.
- Produce regular reports (status, escalations, etc.) on the progress of the project's deliverables; present these reports during regular stakeholder meetings.
- Track all project costs to ensure completion within budget.
- Closely monitor the efforts and billing of third-party vendor support ensuring agreed upon services are completed, and vendors are engaged only when necessary.
- Identify and resolve conflicts within project teams and associate work; create contingency plans to mitigate risk and adjust plans accordingly.
- Review technical design and ensure a fit with ACTRA's infrastructure in consultation with ITDS decision makers.
- Work with the cross-functional project team members to facilitate effective communication amongst all stakeholders.
- Promptly work towards gaining the knowledge to present self as a subject matter expert on ACTRA systems.
- Conduct project post-mortems in order to identify areas for improvement; make recommendations based on findings.
- Other duties as assigned within the scope of the position.

Qualifications:

- University degree in Computer Sciences or Information Technology and Information Systems.
- 5 years of direct work experience in project management preferably within a similar project scope.
- Project Management Professional certification required.
- Previous work experience in a unionized environment is considered an asset.
- Change Management Certification is an asset.
- Demonstrated success in project delivery and execution of project management methods.
- Ability to assess corporate climate, socio-economic factors, trends, and other criteria to determine chances of project success.
- Intuitive grasp of organizational structure in order to manage cross-departmental and cross-disciplinary resource allocation.
- Superb creation and facilitation of meetings, feedback sessions, and briefings in order to create consensus among stakeholders.
- Strong knowledge of financial management, technology management, and internal controls.
- Familiar with various programming languages and development platforms, including C# and SQL.
- Familiar with databases and operating systems such as SQL server and Windows server.
- Familiar with the software development and architecture framework of the Microsoft ecosystem including the Azure cloud environment.

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- Experience dealing with multiple Managed Service Providers, and Cloud providers such as Microsoft Azure.
- Ability to create and edit project documents, materials, and presentations.
- Hands-on experience in Agile methodologies and in using Azure DevOps and other technologies to synchronize sprint management.
- Experience in handling/interacting with technical teams and discussing technical architecture.
- Experience in executing enterprise planning and architecture initiatives and development.
- Able to build and maintain lasting relationships with business units, corporate departments, key managers, and other stakeholders.
- Flexibility to adjust to shifting priorities and deadlines.
- Persuasive and motivating, with a strong focus on managing consultants.

Application Process:

Interested applicants are invited to submit a resume and cover letter to **humanresources@actra.ca quoting '2022-16 'IT Project Manager' in the email subject line.**

ACTRA is committed to employment and pay equity and we encourage applications from all equity seeking groups, including but not limited to, Indigenous and other racialized communities, people with disabilities, and 2SLGBTQIA+ communities. In compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources.

Thank you for your interest in joining us. Only those selected for an interview will be contacted.