



Job Title	Manager, Art & Décor Department	Organization	Naut'sa mawt Event Management
Salary	\$90,000	Department	Art & Decor
Position Type	Full Time, 35 hours per week	Supervisor	President, Naut'sa mawt Event Management
Apply	Please send your resume and cover letter to samanthad@nautsamawt.com		

Position Focus

For more than 25 years, Naut'sa mawt Event Management has had the honour of supporting many of the most significant events impacting Indigenous Peoples and communities across Canada. Through our Event Planning, Engagement and Art & Décor departments, we help bring people together to build a better future, guiding every project with cultural safety, care, and trauma-informed practice.

The **Manager, Art & Décor Department** leads the development and delivery of Naut'sa mawt's Art & Décor (A&D) services, shaping how Indigenous art and design are thoughtfully integrated into event environments.

Working within the strategic direction established by the President of NEM, this role is responsible for implementing and advancing the department's approved priorities, plans, and objectives. This includes collection planning and procurement, event design and styling, development of client-facing concepts and proposals, and oversight of sales and marketing initiatives. Working across the full project lifecycle, the Manager provides creative, strategic and logistical leadership from initial inquiry and concept development through installation and strike, ensuring each project is delivered with cultural integrity, creativity and operational excellence.

The Manager also provides subject-matter expertise, recommendations, and strategic input to the President to support the ongoing development and growth of the A&D department and its services.



Accountability

Reporting to the President of NEM, the Manager, Art & Décor Department is responsible for operational leadership and implementation of the strategic direction established by the President for the A&D Department. This role is accountable for the overall success of the department, including financial performance, business development, client relationships, staffing, service delivery, and ongoing innovation to ensure NEM remains an industry leader in culturally respectful and impactful event management.

The Manager works closely with the President to identify opportunities, provide recommendations, and support the achievement of NEM's strategic priorities, while ensuring that approved strategies and organizational objectives are effectively translated into operational plans, actions, and results.

Responsibilities

The position is responsible for the following four (4) key functions:

Sales and Marketing

- In collaboration with the Sales and Marketing team, develop and contribute to sales strategies to increase client base and meet revenue targets.
- Develop and review all A&D proposals drafted by A&D department to ensure alignment with financial strategy
- Proactively identifying, monitoring, and pursuing sales opportunities, including Requests for Proposals (RFPs), partnerships, and new client relationships
- Identify and pursue cross-selling opportunities across NEM Departments
- Building and strengthening relationships through ongoing networking, outreach, and attendance at conferences and industry events, as needed
- Collaborate with the President and the Sales and Marketing team to develop communications and marketing strategies to concisely promote services.
- Ensure that all information on the NEM website regarding A&E services is up to date.

Financial Management & Business Development:



- Support the NEM President in advancing the strategic direction of the A&D Department and lead its implementation through operational plans, priorities, and activities aligned with NEM and NRG organizational priorities.
- Develop and implement an annual Art & Décor Collection Acquisition Strategy aligned with NEM's Strategic and Operational Plans subject to President and NRG CEO approval
- Lead the growth of the collection through approved acquisitions and commissions, including collaboration with Indigenous artists and other fabricators as required.
- In collaboration with CFO/President, develop and oversee the A&D Department budget, including revenue forecasting, expenses, and sales targets.
- Monitor department performance, establish KPIs, and regularly evaluate outcomes to identify areas for improvement and innovation.
- Oversee risk management practices at the departmental level, escalating issues to organizational leadership as needed.

People Leadership & Team Development

- Manage all A&D Department staff and contractors including the supervision of Coordinators, labourers, artists etc.
- Inspire excellence by setting high standards for service delivery, cultural safety, and client satisfaction within A&D team
- Uphold and assist in developing NEM policies/procedures to ensure compliance, customer service standards, and company culture
- Support A&D team members by providing coaching, mentorship, and professional development opportunities
- Support A&D team members with workload allocation and resource planning to ensure efficient use of departmental capacity and event schedule
- Represent the department at organizational leadership meetings and provide regular reporting on departmental status and outcomes.
- Lead recruitment, onboarding, performance management, and succession planning for the department.

Project Management



- Lead complex, high-profile, or strategically significant Art & Décor projects from project kickoff through implementation and close-out, including kick off meetings, concept development, floor plan design, mood boards, event styling, logistics, installation, and strike.
- Translate client needs, event objectives and approved budgets into cohesive Art & Décor concepts that are creative, culturally respectful, operationally feasible, and aligned with the agreed scope of work
- Oversee the broader portfolio of Art & Décor projects, determining appropriate project assignments and delegating project responsibilities to team members based on project complexity, capacity, and individual areas of responsibility.
- Guide and develop project work plans outlining deliverables, timelines, responsibilities, budgets, and other key milestones to support effective delegation and progress tracking.
- Participate in client meetings and site tours as appropriate ensuring client feedback is appropriately incorporated into the work and project timelines are achieved
- Provide onsite leadership when required to support the successful delivery of Art & Décor services, including overseeing styling, installation and strike.
- Identify opportunities to strengthen project delivery, creative processes, operational efficiencies, and service quality, and implement consistent best practices across the Art & Décor team.

Administrative Duties

- Adhere to department budgets and maintaining accurate records of expenses and invoices collected.
- Maintain electronic and hard copy filing system.
- Open, sort, scan, copy, email, and distribute incoming/outgoing correspondence/documents, when applicable.
- Accurate update of information into company CRM (Monday.coM)
- Attend departmental meetings, staff meetings and events as required.
- Participate in Indigenous cultural training and remain up to date on Indigenous cultural practices, traditions, and best practices in artistic stewardship and event management, to enhance the representation and experience of Indigenous events.



- Other duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of event design, décor and styling, with the ability to develop cohesive design concepts that reflect client objectives, event themes and cultural considerations.
- Demonstrated familiarity with Indigenous art, artists and artistic practices, with an understanding of cultural protocols, appropriate representation and respectful engagement.
- Understanding, knowledge and respect for Indigenous cultures, arts, with knowledge of diverse cultural practices and protocols.
- Strong business development and client service skills, with the ability to understand client needs and translate them into appropriate design and décor solutions.
- Ability to supervise and lead others (contractors/teams) effectively, being a champion, providing guidance/mentorship and maintaining a culturally sensitive environment.
- Maintain strict confidentiality and exercises sound judgment and discretion when dealing with sensitive issues.
- Capacity to prioritize and delegate tasks and function under tight and/or competing deadlines.
- Collaborative worker with an ability to adapt within a dynamic and complex team setting.

Other

- Willingness to travel BC-wide for events or meetings
- May be required to work nights, weekends, and holidays on occasion
- Follow Naut'sa mawt Tribal Council policies and procedures
- **Note:** This is a remote position for those located within the Lower Mainland BC or Vancouver Island area. The ability to attend meetings in person within this area is required.