

Grants Assistant, Community Investment (Permanent, Full-Time)

Calgary Arts Development is situated on Treaty 7 Territory, home of the Kainai, Piikani, Siksika, Tsuut'ina, Stoney-Nakoda Nations, and Métis Nation Region 3.

Who Are We?

Calgary Arts Development is our city's designated arts development authority. We provide grant investments to hundreds of arts organizations, individual artists, and groups. We value relationships, generosity, reciprocity, plain language, and curiosity.

We believe the arts have the power to build our city. Through the arts development strategy, *Living a Creative Life*, our vision is a creative, connected, prosperous Calgary where every resident has the opportunity to live a creative life. We foster a sustainable and resilient arts sector and support arts-led city building.

Strong relationships are central to our work. We honour artists and believe that art is a critical component of public good. We welcome new introductions and partnerships with artists and arts organizations as well as with others whose work may be outside the arts who are trying to make our city great through living a creative life.

Our granting team has been working towards creating shared environments where all people can feel safe, heard, and validated. A sensitivity to the lived experiences of diverse, marginalized and/or equity-seeking people is very important as we continue valuing equity, diversity, and inclusion in all aspects of our work.

Who Are You?

We are seeking a new member to join Calgary Arts Development as part of the community investment team in the role of grants assistant.

Our team adheres to equity, diversity, and inclusion core values by following three principles—nothing about us without us, one size fits one, and creating a virtuous cycle.

You will provide strong administration support to the community investment team through coordinating meetings, email inquiry support, grant payment processing, and general administrative support to the team.

You have at least three years of experience within an office environment in an administrative support role and have competency with word processing documents and spreadsheets.

You also have experience with filing and records management to keep us organized. Through your strong interpersonal skills, you can handle multiple tasks while understanding priorities for the team.

You are passionate about the importance of the arts and creativity in our lives and are curious about different approaches and thinking.

You're not all things to all people, but you're probably already a few of these things:

- You're familiar with or interested in the grant investment process.
- You might be proficient working in a Mac-based environment.
- You're comfortable working in a collaborative and open work environment.
- You are a self-starter that is adaptable in working both independently and within a team.

If you see yourself in this opportunity, we would love to have a conversation with you. And if you're not sure, you can learn more about us by visiting our website at calgaryartsdevelopment.com.

Please indicate your interest by emailing jointheteam@calgaryartsdevelopment.com with your resume no later than May 17, 2019. We are hoping to fill this position in the spring of 2019 but our commitment to finding the right fit may require more time.

The salary range is \$37,500 to \$45,000 in addition to a benefits package. Calgary Arts Development is an equal opportunity employer. We thank you for your interest.