

Data Entry Clerk (Summer Student, 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 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 equity-seeking people is very important as we continue valuing equity, diversity, inclusion, and access in all aspects of our work.

Our team adheres to equity, diversity, inclusion, and access as core values by following three principles—nothing about us without us, one size fits one, and creating a virtuous cycle—we strive to embed these values in all that we do.

The Role

The data entry clerk is an integral member of Calgary Arts Development's communications team. The data entry clerk's work focuses on populating listings for our website, its information hub, and for yycwhatson.ca.

They will be required to troubleshoot and manage correspondence for event listings and directories. Other duties include contacting organizations, artists, associations, and event producers to request updated information for their listings, and emailing cultural organizations in order to recruit them into the cultural directory.

They will also create a master spreadsheet for directories and may be required to enter data into our organizational CRM system. At the end of the summer, we will require the data entry clerk to complete a fieldnote about their experience at Calgary Arts Development to post on our website.

Who Are You?

You are interested in the arts, local community, and how to share information online focusing on equity, diversity, inclusion, and access.

You understand multiple audiences that may have different and sometimes conflicting priorities.

Whether or not you have experience using content management systems, you are willing to learn and consider yourself technologically savvy.

You are a strong communicator that has no problem reaching out to community members via email or phone and can translate those conversations into shareable content and listings.

You are passionate about the importance of the arts and creativity in our lives and are curious about different approaches and ways of knowing. You are growing your awareness of equity, diversity, inclusion, and access, and want to ensure that our systems reflect those values.

You are aged between 15 and 30 and are legally entitled to work in Canada. International students are not eligible.

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

- You might be proficient working in a Mac-based environment.
- You might know how to work in Photoshop, WordPress, Google Sheets, and Excel.
- You adapt quickly to using new technologies.
- You are comfortable working in a collaborative online work environment.
- You are a self-starter who is adaptable working both independently and with 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 CV or resume. Your cover letter should address why would this role would enhance your summer plans.

For best consideration apply by June 1, 2020. We are hoping to fill this position by the start of summer and will be conducting interviews via Zoom starting June 2.

The Government of Canada funded this position through the Canada Summer Jobs program. This position pays \$18.50 hourly for 35 hours a week and will last eight weeks from the start date. Calgary Arts Development is an equal opportunity employer. We thank you for your interest.