



PROJECT COORDINATOR

Part time contract position

Creative Calgary is a non-partisan group of volunteers that seeks to convene and mobilize Calgary's arts sector, its artists, and its supporters to inform municipal representatives and agencies of the needs of the sector, advocate for strong civic funding, and participate in city-building initiatives. Founded in 2017, Creative Calgary launched a campaign to raise awareness about the economic contributions and intrinsic value that the arts bring to Calgary, and encourage the municipal government to increase its investment in the sector. This effort helped result in a funding increase by the municipal government to Calgary Arts Development from \$6.4M in 2018 to \$12.4M in 2019, and steady increases over the coming four-year budget cycle ending with an annual grant of nearly \$25M by 2022. Since 2018, Creative Calgary has also launched successful annual campaigns to ensure this commitment is maintained despite budgetary pressures from reduced provincial spending to municipalities (2019), and COVID-19 (2020).

Supported by a volunteer Advisory Board, Creative Calgary is seeking a contract Project Coordinator to review and shape arts advocacy initiatives that best represent the interests of Calgary's artists and arts organizations. This Project Coordinator will be employed on a part-time contract from February to June, 2021 with possibility of extension.

The Project Coordinator will be responsible for the following:

Building Creative Calgary's Resources:

- Grow Creative Calgary's network and engage new stakeholders in its work
- Work with the Advisory Board to create a membership model and organizational structure to ensure Creative Calgary's sustainability
- Organize Creative Calgary's resources to ensure existing assets are maintained and a system is created for community stewardship

Communicating with Creative Calgary's network and stakeholders

- On-going communication to Creative Calgary's network via web updates, social media posts, and newsletters
- Work with Advisory Board to write grants for foundation or corporate support
- Research and make accessible information about what's going on in Calgary, Alberta, and Canada as it relates to the arts and city-building, and relay that information back to the Advisory Board and the Creative Calgary network to inform its strategy
- Identify and capture key metrics for Creative Calgary to share the impact of the arts with funders and government stakeholders

Mobilizing the Advisory Board and Greater Creative Calgary Network

- Coordinate events to bring together the Calgary arts community to inform Creative Calgary's strategy and initiatives
- Schedule meetings between Creative Calgary members and City Councillors, candidates in the 2021 municipal election, and/or civic partners to ensure strategies for city-building and the arts are aligned
- Strategize with Advisory Board on advocacy initiatives and engage the broader Creative Calgary network in execution

The Project Coordinator has their finger on the pulse, is a big picture thinker, and wants to make Calgary a great place to live for all its residents. The ideal candidate is highly organized, with excellent interpersonal and relationship building skills. Candidates should have an administrative background and board governance experience is an asset. They should have familiarity with the Calgary arts community and municipal government, experience in coordinating events and programs, and well developed communication skills. The candidate is required to have strong working knowledge of various social media platforms (Instagram, Twitter, Facebook). Knowledge of G Suite and WordPress is an asset.

Compensation

The Project Coordinator contract is a flexible 15-hours per week, beginning on February 1st, 2021 until the end of May, with the possibility of extension. Reimbursement is \$30/hr.

Application Process

Please respond with your interest by Friday, January 8th, 2021 with the Subject Line: Creative Calgary Project Coordinator – Your Name to:

Creative Calgary Advisory Board

contact@creativecalgary.org

We thank all applicants for their interest and effort in applying for this position however, only those being considered will be contacted.