

Executive Assistant (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 Alberta 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, and will be particularly central to this role. 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 accessibility in all aspects of our work.

The Role

We are recruiting a full-time executive assistant to join our team. This is a modification of an existing position, which will be responsible for supporting the administrative needs of the president and CEO and the board of directors. In addition, this position is responsible for handling daily financial transactions, bookkeeping, and supporting and driving the operational ecosystem of Calgary Arts Development.

This role will also work toward embedding the values of equity, diversity, inclusion, and accessibility in all relationships and processes related to this position. This includes Truth and Reconciliation, and right relations with First Nations, Métis, and Inuit communities in Treaty 7.

Accountabilities

- Administrative support for the president and CEO, including calendar management, meeting planning and logistics, and meeting note taking.
- Act as secretary to the board, which includes maintaining and communicating an annual calendar of board meetings and activities, attending and minuting meetings, planning and logistics, and ensuring the timely distribution of meeting materials.
- Responsible for daily bookkeeping, including processing and tracking all accounts payable and accounts receivable transactions, account reconciliation, payroll management, group benefits management, and collecting/tracking resources for the annual financial audit.
- Work with the general manager to maintain a supportive work environment and a well-managed, fully-resourced office (physical and virtual,) space for the entire Calgary Arts Development team.

Who Are You?

For this position, we are looking for someone who is passionate about the Calgary arts community, and enjoys working with people.

You are highly organized, detail oriented, and self-motivated in your work. You've held a role like this in the past and are comfortable juggling multiple tasks simultaneously, identifying priorities, and ensuring those you work with have all the details they need to be successful in their work. You've probably been on a board yourself or are an active volunteer in the community. This is the kind of work that you enjoy and take pride in doing.

You are committed to growing your awareness of equity, diversity, inclusion, and accessibility and want to ensure that our systems reflect those values, but this is not new work for you.

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

- You are passionate about working with people, and interested in building relationships.
- You have experience in, or are familiar with board governance processes.
- You have experience in, or are familiar with bookkeeping processes and Sage Accounting systems.
- You have strong technology and computer skills, are familiar with Mac and Windows environments, and can adapt quickly to using new software and processes.
- You enjoy problem solving and troubleshooting to find solutions when situations arise.
- You are comfortable multitasking, and working within tight deadlines.

- You are comfortable working in a collaborative and open work environment.
- You are a self-starter who is adaptable working both independently and with a team.
- You're a lifelong learner.

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 exploring our website at calgaryartsdevelopment.com.

How to Apply

Please indicate your interest by emailing jointheteam@calgaryartsdevelopment.com with your resume and cover letter. Your cover letter should address the question: "What role do you believe the arts play in fostering diversity, equity, and inclusion?" If you would like to request application assistance, please contact jointheteam@calgaryartsdevelopment.com or call 403-264-5330 to arrange assistance. Details around application assistance are listed in detail below.

For best consideration apply by April 15, 2021. We are hoping to fill this position by May 1, 2021 but our commitment to finding the right fit may require more time.

Minimum annual salary is \$50,000 in addition to a health benefits package. Calgary Arts Development is an equal opportunity employer. We thank you for your interest.

Application Assistance

We recognize that the job application process can create barriers to access for many applicants who are interested in applying. Our job calls are written in English, shared online and require applicants to email their applications in English. This creates technological, linguistic, communication, and cultural barriers, to name a few.

In recognition of these barriers to access, eligible applicants can request assistance to help alleviate some of the costs associated with preparing and submitting a job application.

Who Can Request Assistance?

Individuals who self-identify as:

- An individual who is Deaf, hard of hearing, has a disability or is living with a mental illness.
- An individual facing language, geographic, or cultural barriers.

General Transcription or Editing Services & Organizing of Support Materials

- Applicants who identify barriers within the writing process directly due to a physical or learning disability or due to living with mental illness.
- **Maximum Contribution:** \$75

Language Translation

- Applicants writing an application in another language who require translation into English.
- **Maximum Contribution:** \$150

ASL Interpretation

- Calgary Arts Development is able to make arrangements for reputable, in-person ASL interpreters for interviews, in consultation with the interviewee, and at no cost to the interviewee.

Interview Parking

- Applicants who must drive to an interview at our request are eligible to have their parking costs paid by Calgary Arts Development.
- **Maximum Contribution:** \$26 per interview, or the equivalent of the daily rate for parkades or parking meters that are close to the Calgary Arts Development office.

Childcare

- Applicants who require childcare services in order to attend the interview are eligible to be reimbursed for those childcare expenses.

Employment Equity

Calgary Arts Development is an equal opportunity employer and employs people without regard to race, ancestry, place of origin, colour, ethnic origin, language, citizenship, creed, religion, gender identity, sexual orientation, age, marital status, physical, and/or mental abilities.

While remaining alert and sensitive to the issue of fair and equitable treatment for all, Calgary Arts Development has a special concern with the participation and advancement of members of designated groups that have traditionally been disadvantaged in employment: Black, Indigenous, and people of colour, persons with physical or mental disabilities, and members of the 2SLGBTQIAP+ community.