

Community Liaison (Permanent, Full-Time)

We acknowledge that the land we gather on, Moh'kinsstis, is the ancestral territory of the Siksikaitsitapi—the Blackfoot people—comprising the Siksika, Kainai, and Piikani Nations, as well as Treaty 7 signatories, the Tsuut'ina Nation, and the Îyâxe Nakoda Bearspaw, Chiniki, and Wesley First Nations. This land is also the home of Métis Nation Region 3.

We acknowledge that there has been art, music, dance, storytelling, and ceremony on this land since time immemorial and it is in the spirit of this land and its people that we do our work.

Employment Equity Statement

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, people of colour, immigrants and newcomers, persons with physical or mental disabilities, and members of the 2SLGBTQIAP+ community.

We are currently working remotely to reduce the risk of COVID-19 contact for our staff, but it is important to note that our office in the Burns Building downtown is unfortunately not fully accessible in the following ways:

- The Burns Building is not fully wheelchair accessible.
- We do not have accessible or gender-neutral washrooms—the closest are in Arts Commons.
- We are not presently equipped with technology that supports those with hearing or visual impairments.

While we seek to rectify this in the future, we feel it is important to be transparent about the limitations of our current facilities.

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 that benefits the 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 community liaison to join our team. This is a new position which will be responsible for acting as a connector and liaison between the Calgary Arts Development team, and the greater arts community in Calgary.

The person in this role will support our staff equity working group, community equity working group, along with fielding inquiries and providing resources to the general public and grantees around Calgary's arts community.

This role also works on embedding the values of equity, diversity, inclusion, accessibility, Truth and Reconciliation, and right relations with First Nations, Métis, and Inuit communities in Treaty 7 in all processes related to this position and relations within Calgary Arts Development.

Accountabilities

- Compile and maintain arts and arts-worker related resources about and for the arts community in Calgary.
- Act as a connector between artists and resources that relate to career development, skills and knowledge, partnerships, organizational development, peer to peer learning, capacity building, governance and board development, and accommodation and accessibility.
- Assist with organizing staff equity working group meetings, and community equity working group meetings, acting as a liaison between the two.
- Act as a primary point of contact and connector between Calgary Arts Development staff and the broader arts community.

- Identify opportunities for partnerships and shared work with artists, arts workers, civic partners, arts service organizations, and the Calgary community at large
- Work with grant program specialists and grants coordinator to provide resources and support to potential applicants.
- Commit to learning about best practices in human resources, policies, and procedures, as they relate to equity, diversity, inclusion, and accessibility, and finding ways to share those with the community and within our organization.

Who Are You?

For this position, we are looking for someone who is active in the Calgary arts community, and is enthusiastic about acting as a connector and resource for artists and the public, and is curious and diligent in their work. Your friends would describe you as a “people person” and you are energized in social situations.

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

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

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 are well connected in the arts scene in Calgary.
- You are familiar with processes around grant investment.
- You have experience in, or are familiar with processes around human resources and health and safety procedures.
- You’re interested in best practices in HR, and sharing those with the community.
- You come equipped with conflict management tools and can navigate tension between communities.
- You adapt quickly to using new technologies.
- 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 are comfortable working on a variety of social media platforms.
- 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.

We are also open to having conversations with individuals in advance of the submission of an application to clarify questions about this posting. Please address those inquiries to Lesley Hinger, General Manager, at lesley.hinger@calgaryartsdevelopment.com.

How to Apply

Please indicate your interest by emailing jointheteam@calgaryartsdevelopment.com with your resume and cover letter. Please use the subject line: *Community Liaison Posting*.

Your cover letter should address the question: *"What role do you believe the arts play in fostering diversity, equity, and inclusion?"*

Calgary Arts Development is also currently hiring for a public art community liaison, the details of which can be found on [our website](#). If you would like to be considered for both positions, please let us know in your cover letter.

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 June 17, 2021. We are hoping to fill this position by August 1, 2021 but our commitment to finding the right fit may require more time.

Minimum annual salary is \$55,000 in addition to a benefits package that includes health and dental coverage, and a matching RRSP program.

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.

To receive assistance, you will need to provide:

- The name and contact information of someone who can help you (this could be a trusted friend or family member, or a professional service provider). We may be able to make recommendations depending on the service being requested.
- The amount you are requesting, including the service provider's hourly rate.

Types of Assistance

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, including American Sign Language.
- **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. *Please note that currently all interviews are being conducted via Zoom.*

Childcare

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