



Human Resources Assistant

Reporting to the Talent, Diversity and Culture Advisor, the Human Resources (HR) Assistant is an 8-week contract position focused on supporting with a wide range of HR tasks and processes around talent acquisition and development, digital HR strategy, HR metrics, and the updating, research and development of general policies, forms, and procedures.

You are passionate about people, and you operate with an empathetic and inclusive mindset. You understand that an organization's culture is rooted in a talented, engaged, and well-supported workforce, and you work to ensure that the employee experience at Arts Commons is seamless at all stages from hire to retire. Metrics intrigue you, and you find satisfaction in critically evaluating and identifying employee trends in areas like hiring or staff learning.

You're extremely organized and diligent, with superior attention to detail. While you're eager to learn and are comfortable with taking direction, you're also comfortable in applying your skills, perspectives, and ideas as you conduct research and provide suggestions to improve a variety of processes. You thrive when collaborating within a team, but you are equally engaged and productive when given the freedom to take a project and run with it.

Who we are:

Arts Commons is embarking on a new path to support the Arts Commons ecosystem inclusive of artists, resident companies, and community groups. As one of the largest performing arts centres in Canada, Arts Commons strives to break down barriers to cultural participation by providing a modern, open, and inclusive gathering space in a central location.

We are:

Stewards of an arts ecosystem

- Our mandate is to provide and care for artists and arts organizations

An Arts Presenter

- Our mandate is to produce and present multiple series, presentations and education programs annually

A Facilitator

- Our mandate is to ensure equitable access and utilization of our assets, by ourselves, our Resident Companies, and the community at large

At a glance

Employment: Contract (8 weeks)

Hours: FT (40 hrs)

Term Date: May/June to July 2022

Wage: \$21.00/hr

Location: In-office

Join us today and see for yourself some of the many reasons why we were voted one of Alberta's Top Employers!

To apply, send your resume and cover letter to:
employment@artscommons.ca

Closing Date: May 24, 2022

What we offer:

On top of the excitement of working with a team of committed performing and visual arts professionals at one of Canada's top performing arts facilities, Arts Commons offers:

- A collaborative, engaging and values driven work environment
- Wage of \$21.00/hr at 40hrs/wk for an 8-week period
- A summer work experience directly related to the Human Resources field of study, in a dynamic environment that will have you engaging with the arts and different communities

What we value:

We are looking for individuals who share our vision of building a creative and compassionate society, inspired through the arts. Our team is made up of people with a diverse range of interests — singers, actors, musicians, playwrights, coaches, teachers, gamers, bakers, photographers, athletes, dancers. People whose interests encompass the widest spectrum. We even have furry, four-legged friends in the office. We value people who strive to do the right thing, and work to be their best. People with open minds, hearts and arms.

What you will get to do here:

The main focus of this role is to support the Corporate Services team with a variety of administrative tasks related to the human resources function. Day to day HR duties include:

- Updating organizational policies and engaging in the research and development of new policies
- Updating and reviewing staff job descriptions
- Updating OH&S Job Hazard Assessments and other OH&S policies and procedures
- Review of all position salary ranges – ensuring that they are accurate and in-line with industry and position specific trends, and competitive with those in close or similar industries or fields of work
- Digitization and organization of personnel files onto the SharePoint system
- Draft general forms, letters, reports and memos, as required

In addition to general HR administrative duties, the HR Assistant will be helping with projects related to HR metrics and the operationalization of inclusion, diversity, equity and accessibility (IDEA) objectives:

- Assist in the evaluation of metrics around staffing and hiring
- Evaluate the costs vs ROI of staff training and professional development programs and identify metrics around staff usage, types of courses taken, success rates, and real-life application of learned skills into Arts Commons work
- Research into industry trends around other HR metrics that can be tracked within the organization
- Research into job posting sources and connection with varying community groups, in order to expand hiring visibility to BIPOC and underrepresented groups
- Research into training and staff engagement around IDEA

You will be a great fit if you...

Must haves:

- Strong attention to detail
- Extremely proficient written and verbal communication skills
- Strong problem-solving and critical-thinking skills
- Excellent interpersonal and organizational skills
- High level of integrity, confidentiality and professionalism is of utmost importance
- Intermediate to advanced level of proficiency in all Microsoft Office / Office 365 applications (Word, Excel, Outlook)
- A passion for the arts!
- **As this position is part of the Canada Summer Jobs program, applicants must be between the ages of 15-30 years in order to be considered**

Nice to have:

- Education or working towards a degree in Human Resources or related field, an asset
- Experience collaborating on online databases like SharePoint
- Business administration experience, an asset
- Experience creating and working with Excel dashboards, an asset

If you are interested in applying to this exciting opportunity, please forward your resume and cover letter in confidence to:

**Human Resources
Arts Commons
205 - 8th Ave SE Calgary, Alberta T2G 0K9
Email: employment@artscommons.ca**

Interviews will be conducted on an on-going basis and the job posting will officially close when a suitable candidate is found. For best consideration, please apply by the deadline date. While we hope to fill this position as earliest as possible, our commitment to finding the right candidate may require more time.

We thank all interested applicants in advance but will only be contacting those selected for an interview.

If you have any specific questions to ask in relation to the role, please send them to the email address above and a member of our team will do our best to respond to you in a timely manner.

Commitment to Inclusion, Diversity, Equity & Accessibility (IDEA)

As part of our organization's commitment to IDEA, we work to remove barriers in collaboration with a broad range of voices. Removing these barriers begins with the hiring process.

To that end, we are committed to recruiting, hiring, training, and promoting qualified people of all backgrounds, and providing accessible employment practices. Requests for accommodation can be made at any stage of the recruitment process, and applicants are asked to make their accommodation needs known.

It is the unique contributions of all our people at Arts Commons that drives our success. We are committed to providing an environment free of harassment and discrimination for everyone, and we will continue to work to ensure that our teams reflect the diversity of the communities we serve.