



HR Coordinator

Reporting to the Manager, People & Culture, the HR Coordinator is responsible for providing general human resources support to the organization. This includes coordinating and assisting with a variety of functions relating to general HR administration, duties relating to the full employee lifecycle, time & attendance database management, and volunteer program coordination.

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. With superior written and verbal skills, you find satisfaction in producing comprehensive, well written, formatted, and engaging documentation ranging from checklists, forms, policies, guides, handbooks, and more!

You're extremely organized and diligent, with superior attention to detail and time management skills, as necessary for dealing with competing priorities. While you're eager to learn and are comfortable with taking direction, you're also comfortable in applying your skills, perspectives, and ideas and provide suggestions in creative ways – keeping your team informed at every step. 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 an 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.

At Arts Commons:

Our belief

- That equitable access to the arts is a human right

Our responsibility

- To redefine a bold and adventurous Calgary by championing and investing in creativity

Our mission

- To be an inspirational force where artists, community and organizations celebrate cultural identities, experience the full breadth of human emotions, and ignite positive change

At a glance

Employment: Permanent, Salaried

Hours: FT (40 hrs)

Start Date: ASAP

Salary: \$45,000 - \$55,000 annually

Location: Calgary (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: June 20, 2024

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
- An annual salary in the range of \$45,000 - \$55,000
- A comprehensive health and dental benefits package, with RSP matching and access to an Employee & Family Assistance Program (EFAP)
- A positive working culture, keeping employee health and wellness a priority with generous paid time off policies and an annual lifestyle allowance
- A dynamic role that will have you engaging with the arts community in many ways

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 focus of this role is to coordinate and assist with the administration, development and implementation of policies, programs and procedures encompassing a wide range of objectives within the full HR scope. As the HR Coordinator, this position contributes to ensuring that staff, management, and volunteer teams are supported in all stages of their employee and volunteer experience. This is a multi-faceted role where projects, priorities and deadlines are often-times dynamic, which requires a strong ability to recognize areas requiring focus to manage time efficiently and effectively, while also ensuring open and ongoing communications along the way.

In supporting with HR projects and initiatives, tasks may range from: research and development of comprehensive written documents for staff and volunteers; training and onboarding support; maintenance of company policies; coordination of recruitment, selection, onboarding, employee development, training and off-boarding processes; maintenance of employee timesheets and time off balances within the time & attendance system; and volunteer support. It is important that the HR Coordinator possesses a critical eye for detail with analytical ability, which is heavily applied when carrying out all HR responsibilities.

Strategic Objectives: Support people operations through the coordination of administrative tasks encompassing all areas of the human resources function, while actively assisting in the development, implementation, and improvement of HR processes and initiatives.

Where you fit within our ecosystem:

Reporting to and assisting the Manager, People & Culture, the HR Coordinator is part of the Corporate Services department and regularly provides support to all personnel, while also proactively engaging in building connections and relationships within the larger community. This position works closely with all departments, as well as with key stakeholders, volunteers, and external community groups and partners.

You will be a great fit if you...

Must haves:

- 1-3 years' experience in an HR coordination or administrative support role
- Post-Secondary degree or diploma, with a focus on Human Resources or related field (or combined comparable lived and worked experiences)
- Sound problem solving, decision making, judgement, and proactive energy
- Exceptional written, verbal and interpersonal communication skills as required to articulate information effectively to diverse perspectives and in a variety of formats
- Meticulous attention to detail, adherence to ethics and integrity, and an accountability and dependability to the quality of work performed
- Research and analysis skills, with an ability to comprehend and translate information
- Positive 'can-do' attitude and ability to exhibit kindness, empathy and understanding
- Strong ability to maintain confidentiality and communicate professionally with all levels of staff and management
- Enforcing Laws, Rules and Regulations of Arts Commons and provincial and federal legislation, and staying up to date with current legislation
- Proficiency with Microsoft 365, particularly Word, Excel and Outlook – exhibiting excellent administrative and computer literacy skills
- A passion for the arts!

Nice to have:

- Experience collaborating on cloud-based platforms (SharePoint)
- Experience working with Time & Attendance systems like Enterprise Time, RISE, and Kronos, 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.

We strongly encourage applicants who identify as part of underrepresented groups, including women, people of colour and those with disabilities to apply. Even if your past experiences do not align perfectly with every qualification, we strongly encourage you to apply anyway! An excitement and passion for Arts Commons can go a long way here, whether it's in this role or another.