



Rural Arts Support Liaison Job Description

Position title

Rural Arts Support Liaison (Fixed Term May 2020 through December 2020)

Reporting to

Arts Recovery Project Coordinator

Position summary

The Rural Arts Support Liaison (RASL) is responsible for engagement with residents in the Regional Municipality of Wood Buffalo's rural areas and providing support in the form of resources, coordination, facility connection, and other needs as available, highlighted by residents, for delivery and evaluation of arts- and culture-based programs in the different communities. The RASL will lead community outreach, presentations, and engagement with both the arts community and community as a whole. The Rural Arts Support Liaison will report to the Arts Recovery Project Coordinator and work closely with them to build capacity in arts and culture program delivery in rural areas. Working within the annual budget for each program / project area, they will work within the guidelines, policies and strategic framework of Arts Council Wood Buffalo and will be accountable and responsible for specific projects as assigned.

Duties and responsibilities

The RASL performs a wide range of duties including some or all of the following:

Community Engagement

- Functions as a community resource and liaison for the arts in Wood Buffalo region's rural communities; works closely with local artists, arts organizations, municipal, and school organizations as appropriate in matters related to programming for ACWB.
- Engage with members of the different rural communities to assess and determine programming needs for each community. This may require writing and public speaking.
- Coordinate advisory and consultative requests from members and community-at-large.
- Communicate with clients and other stakeholders to gain community support for programs and to solicit input to improve programs.
- As required, represent ACWB on committees, and, attend meetings and events to help build the profile of ACWB and its programs in the rural communities.
- Identify appropriate partnerships and events to help build ACWB's community profile.
- Manage member relations including queries regarding membership.

Program Planning and Development

- With rural residents, co-envision and develop meaningful supports, programs, and services to support local artists', artisans', knowledge keepers', traditional teachers', arts' and non-arts organizations' needs and the strategic direction of ACWB.
- Plan the development of programs and their activities in accordance with the mission and goals of ACWB.
- Ensure that program activities respect and integrate the knowledge, culture, traditions, and values of the First Nations and Metis peoples by working closely with the community members.
- Ensure that program activities operate within the policies and procedures of the organization.
- Ensure that program activities comply with all relevant legislation, professional standards, funding agreements, and charitable status requirements.

Program Delivery and Financial Management

- Identify and contract presenters, performers, and vendors.
- Manage all logistics regarding program delivery.
- Ensure that the programs operate within the approved budget.

Communications

- Ensure timely promotion of each of the ACWB's programs by providing the Engagement Coordinator with photographs and written documents supporting the development programs.

Registration and Record Keeping

- Track member and non-member interactions with ACWB and project activities and outcomes according to the confidentiality/privacy policies of ACWB. .
- Manage program registrations.

Staff & Partner Management

- Maintain relationships with ACWB partners on collaborative projects and programs.
- Work with the Engagement Coordinator to develop and maintain a rural volunteer database.
- Supervise any program staff or contractors that may be hired to assist with ACWB program initiatives and ensure any staff or contractors receive appropriate orientation to ACWB and its programs.
- Engage volunteers for appropriate program activities using ACWB volunteer management practices.

Qualifications and Experience

- Superior organizational skills (focused, thorough, detail oriented)
- Highly skilled in interacting with diverse groups of people and operate well in a collaborative work environment.
- Experience in program delivery, evaluation, and communications.

- Appreciation of, and passion for, arts and culture and the impact they can make in the community.
- Knowledge of the Wood Buffalo arts community would be an asset.
- Knowledge of cultural protocols an asset.
- Excellent interpersonal relationship and communication skills (both written and oral, some public speaking required).
- Proficient in the use of computers (word processing, spreadsheets, etc.) and other technology.
- Valid driver's license and ability to obtain clear criminal record check required.

Competencies

Creative/Innovative problem solving - Solves complex problems that may involve using several analytical or creative techniques to break the problem down into component parts or issues to improve operations or develop new opportunities.

Personal Credibility - Trusted and respected by others, protects confidential information, and is accountable for his/her actions and decisions. Serves as a role model for others when solving problems and dilemmas or confronting unethical actions.

Dispute Resolution/Conflict Management - Resolves conflicts, confrontations and disagreements in a positive and constructive manner.

Initiative - Persevering and proactively dealing with situations and issues, seizing opportunities that arise.

Adaptability - Ability to work in ambiguous or changing situations and with diverse individuals or groups.

Interpersonal Communication - Listening to others, understanding complex documents and reports, and communicating needs and directions clearly.

Process Management - Ability to analyze systems and structures and propose alternatives to improve processes.

Organizational Awareness - Understanding and using the workings, structures, climate and culture of the organization to achieve results.

Strategic Framework Awareness - Articulates the organization's vision, mission, values and ethics through programs, services and policies.

Organize - Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.

Working Conditions

The Rural Arts Support Liaison (RASL) will work a standard work week (Mon-Fri up to 8 hours a day or 44 hours per week) and may be required to work some evenings and weekends for program delivery or community engagement. This position requires travel between the rural communities.

ACWB is an equal opportunity employer. We celebrate and support diversity, and are committed to creating an inclusive work environment, free of employment barriers and discrimination. We welcome the unique contributions you can bring in terms of education, opinions, and culture, and all qualified applicants will receive consideration for employment without regard to race, religion, beliefs, colour, national origin, sex, sexual orientation, gender, gender identity, gender expression, age, veteran status, or status as an individual with a disability, among other things.

Accommodations will be made for qualified applicants with a disability throughout the recruitment process. Should you require accommodation at any point during the application, interview or selection stages, please contact Sharon Heading, Arts Recovery Project Coordinator:
Sharon@artscouncilwb.ca
587.674.1625, x105