



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Arts Officer	
Position Number	Community	Division/Region
63-17129	Yellowknife	Economic Diversification

PURPOSE OF THE POSITION

The Arts Officer is responsible for creating and delivering programs that support the growth of arts and culture organizations in the Northwest Territories to build capacity in the arts sector. This position is guided by the principles outlined in the Northwest Territories (NWT) Arts Strategy and done in accordance with Government of the Northwest Territories (GNWT) policies and procedures.

SCOPE

Located in Yellowknife and reporting to the Manager, Arts and Heritage Funding (Manager), the Arts Officer supports the Arts and Heritage Funding Program by creating and delivering projects that foster the sustainability and development of arts and culture organizations in the NWT. Under a Memorandum of Understanding (MOU) with Canada Council for the Arts (CCA), the position acts as a liaison between the NWT and the CCA to distribute funding and programs to support the development of the NWT arts sector.

The duties of the Arts Officer are carried out in accordance with the GNWT Heritage Services Policy, NWT Arts Council Policy, *GNWT Financial Administration Act*, as well as following funding guidelines and principles of the CCA and the GNWT. The position accomplishes their job by traveling to NWT communities and building relationships with not-for-profit arts organizations across the territory; this involves liaising with territorial government departments; federal agencies; community and Indigenous governments; cultural and heritage organizations and non-government agencies to share and exchange information on relevant arts, culture and heritage programs and activities.

The Arts Officer directly oversees the disbursement of approximately \$100,000 provided by the CCA to support the development of arts organizations in the NWT, and assists the Manager in administering \$2,676,000 GNWT arts, culture, and heritage funding programs.



Attendance at meetings and on community visits will require adaptability to various surroundings, at different times of the year. Long periods of intense concentration are spent compiling or reviewing data and reports, or in communicating at meetings or workshops. The incumbent will be required to work irregular hours while traveling to communities. Regular air and car travel are required during community visits.

RESPONSIBILITIES

1. Leads the development of funding and support programs to fulfill the commitments in the GNWT/CCA MOU.

- Travels across the NWT to meet with various arts stakeholders to better understand the needs of the sector, with a focus on building more robust not-for-profit organizations.
- Develops a plan for distribution of funding to support the development of organizations across the territory.
- Creates strategies for supporting arts administration and professional development in the NWT.
- Working with the CCA head office, gains detailed knowledge of available funding programs to understand their applicability to NWT residents.
- Gains a detailed understanding of GNWT programs in order to support clients and potential clients with applications.
- Acts as a liaison between the public, GNWT, and the CCA to help funders better understand needs and help the public better understand opportunities.
- Creates a plan for increasing NWT arts organizations' ability to take advantage of funding programs.
- Organizes community visits to share knowledge about funding and support programs to regional organizations and individuals.
- Acts as a pathfinder for arts, culture, and heritage funding programs to community members across the NWT.

2. Plans and delivers outreach activities in service of building healthy arts organizations.

- Based on community visits and research on funding opportunities, creates a plan for delivering information to arts stakeholders about how to build and sustain organizations that support the arts.
- Ensures that information is delivered to stakeholders in an appropriate manner befitting their experience and background.
- Strategizes ways for increasing NWT uptake on funding opportunities.
- Ensures that NWT arts stakeholders are made aware of and are empowered to apply for CCA, GNWT, and other funding opportunities.
- Creates performance targets and collects data to measure the health of arts organizations in the NWT.



- Assists with planning of workshops and other events for individuals, cultural organizations to develop the arts and cultural communities in the NWT.
- Supports the creation of information sheets and other resources to ensure that information about board development and funding opportunities remains available.

3. Supports the Manager of Arts and Heritage Funding to deliver programs.

- Ensures that clear eligibility, jurying, and application policies and processes are developed for MOU funding distribution.
- Reviews applications and provides advice to applicants to all Arts and Heritage Funding programs.
- Assists in promotion and information distribution about arts and culture funding programs and policies to communities, organizations, and individuals.
- Drafts letters to applicants including acceptance and rejection letters.
- Provides advice and assistance to funding applicants and recipients.
- Works with the Financial Coordinator, Culture and Languages, to process payments to clients.
- Liaises with NWT Arts Council members, and other GNWT colleagues to support program and achieve Arts Strategy goals.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

The incumbent is required to travel around the NWT approximately six to eight times per year for a period of three days per trip (25% - 30% of his/her time). Travel to isolated communities in small planes and travel on nice roads may be required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of grant application processes.
- Knowledge of not-for-profit organization operations, including administration and funding.



- Knowledge of, and/or the ability to acquire knowledge of the northern arts sector.
- Knowledge of, and/or the ability to acquire and apply knowledge of northern arts, cultural and heritage organizations.
- Knowledge of, and/or the ability to acquire knowledge of NWT economic, social and political environments.
- Knowledge and skills in the use of MS Operations Systems, MS Word, Internet and Email Applications with a focus on presentation and database software.
- Ability to acquire and apply knowledge of program management including relevant administrative and financial systems to manage program resources.
- Interpersonal skills and the ability to communicate appropriately, professionally, and courteously, both orally and in writing.
- Ability to facilitate small group and community meetings.
- Public community consultation skills and abilities.
- Organization, time management and project planning skills.
- Ability to cooperate with and respect others.
- Ability to ensure that clear eligibility, jurying, and application policies and processes are developed for MOU funding distribution.
- Ability to think creatively, critically and analytically for program innovation and integrity,
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A degree in Communications, Cultural Studies, Fine Arts, Canadian History, Native Studies, Anthropology, or Political Science and a minimum of two (2) years of relevant work experience in a museum, archives, arts or cultural organization, band council or Indigenous political organization.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- French required (must identify required level below)



Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) Intermediate (I) Advanced (A)

READING COMPREHENSION:

Basic (B) Intermediate (I) Advanced (A)

WRITING SKILLS:

Basic (B) Intermediate (I) Advanced (A)

French preferred

Indigenous language: Select language

Required

Preferred