



IDENTIFICATION

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

PURPOSE OF THE POSITION

The Arts Officer supports territorial growth of the NWT arts sector by leading delivery of assigned program components under the Arts Funding suite, providing expert client advisory, and maintaining public-facing information and data for transparent program administration. The Officer supports intake-to-closeout processes for designated funding streams within delegated authorities and delivers outreach and training to build organizational capacity across the territory. The role advances ITI's mandate for economic diversification by enabling artists and arts organizations to access funding, build capacity, and reach local, national and international markets.

SCOPE

The Department of Industry, Tourism and Investment (ITI) is responsible for the development, implementation and monitoring of programs and services to promote and support NWT economic diversification, prosperity, and community self-reliance. ITI programming strives to create a positive climate for business that will attract investment capital, stimulate business growth, support sustainability, and support growth in new business and job opportunities for Northerners.

A key element in achieving these goals is support for diversification of the NWT economy. A diversified economy ensures that market fluctuations in any given sector do not have major impacts on the economy. The growth and sustainability of the agriculture, commercial fisheries, fur, traditional economy, arts and crafts, and film sectors are particularly important and impactful at the regional and community level, where many residents rely on these sectors for business and employment opportunities. Support for these sectors is also critical to maintaining the unique cultures, languages and traditions of Indigenous peoples and other Northerners.



Located in Yellowknife, the Arts Officer reports to the Manager, Arts Funding, and supports the delivery of ITI's arts funding programs by developing and administering projects that strengthen the sustainability, governance and operational capacity of arts organizations across the Northwest Territories. The position operates within the ITI Grants and Contributions Policy – Arts Programs, the GNWT Financial Administration Act, and departmental program frameworks.

The Arts Officer builds and maintains strong relationships with artists, not-for-profit arts organizations, Indigenous governments, community governments, territorial departments, federal agencies, and sector partners to support sector development and ensure equitable access to GNWT arts funding. The position travels regularly to NWT communities to provide advisory services, deliver outreach and training, and assess local capacity needs. Through these relationships, the Officer monitors sector trends, identifies gaps, and supports the continuous improvement of ITI arts programs.

The Arts Officer provides direct delivery support for GNWT arts funding programs, assisting the Manager in administering over \$2 million in GNWT arts contributions annually. The position also oversees the administration of approximately \$200,000 in federal partnership funds that support organizational development in the NWT, ensuring transparent and accountable distribution in alignment with GNWT policies and standards.

Decisions made by the Officer influence program integrity, public-facing information accuracy, applicant experience, and the capacity of arts organizations to develop and deliver culturally significant and economically meaningful programming. The incumbent works in varied settings, including community offices, meeting spaces, and event venues, and must adapt to diverse cultural contexts and operational environments. Community travel may involve small aircraft or winter roads, and irregular hours may be required during visits, training sessions, or time-sensitive program periods. Extended periods of concentration occur when developing reports, analyzing program data, or supporting community-based planning.

RESPONSIBILITIES

1. Leads the development and delivery of arts funding and sector-support programs across the NWT:

- Conducts community visits and sector engagement across the NWT to assess organizational capacity needs, identify systemic barriers, and gather intelligence to inform improvements to ITI arts funding programs.
- Develops territorial workplans and distribution strategies to strengthen governance, financial administration, and operational capacity of not-for-profit arts organizations.
- Designs strategies, tools and guidance materials that support organizational development, professionalization, and long-term sustainability within the arts sector.



- Maintains detailed knowledge of GNWT arts funding programs, eligibility, processes and evaluation standards, providing authoritative advice to clients, regional staff and sector partners.
- Liaises between community organizations, GNWT staff and external partners to ensure funding opportunities, requirements, and expectations are clearly understood.
- Develops approaches and tools to increase NWT arts organizations' uptake and readiness for GNWT arts programs.
- Plans, coordinates and conducts community outreach visits to share territorial arts funding information, gather feedback and support regional organizations and artists.
- Acts as a pathfinder, guiding individuals and organizations through available GNWT arts programs and helping them navigate the application, reporting and accountability processes.

2. Plans and delivers outreach, training and sector-capacity initiatives to build healthy arts organizations:

- Based on community assessments, program data and sector research, develops and implements outreach plans that strengthen the ability of arts organizations to plan, deliver and sustain programming.
- Tailors capacity-building information, training and resources to the experience level, governance structure and needs of each organization or community.
- Identifies barriers to uptake of arts funding programs and develops targeted strategies, tools and communications that increase participation and equitable access across regions.
- Ensures that artists and arts organizations across the territory are informed of GNWT arts opportunities and supported to apply successfully.
- Establishes performance indicators and collects relevant data to monitor the health, reach, equity and sustainability of not-for-profit arts organizations in the NWT.
- Plans, coordinates and delivers workshops, training sessions and sector-development events for artists and cultural organizations.
- Develops and maintains plain-language information sheets, board-development resources, templates and sector tools to ensure continual access to accurate and helpful guidance.

3. Supports the Economic Diversification division in delivering high-integrity arts funding programs:

- Contributes to the development, implementation and continuous improvement of clear eligibility, jurying and application processes for arts funding programs, ensuring alignment with ITI Grants and Contributions Policy – Arts Programs.
- Reviews funding applications for completeness, alignment with program objectives, and compliance with eligibility requirements; provides clients with informed guidance to strengthen proposals.



- Supports promotion and communication of arts funding programs through presentations, written materials, outreach and coordination with regional offices.
- Drafts client correspondence, including approval, decline, clarification and follow-up letters.
- Provides direct support and advisory services to funding applicants and recipients, ensuring understanding of obligations and reporting requirements.
- Works with ITI financial staff to coordinate payments, verify financial documentation, and ensure contribution agreement compliance.
- Liaises with GNWT colleagues, arts organizations, Indigenous governments and sector partners to support program delivery and contribute to the achievement of NWT Arts Strategy goals.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

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 GNWT/ITI grant and contribution application processes, including eligibility assessment, due-diligence requirements, public-facing documentation, and program accountability standards under the ITI Grants and Contributions Policy – Arts Programs.
- Knowledge of not-for-profit organizational operations, including governance, financial administration, strategic planning, board development, and funding diversification practices common to northern arts organizations.
- Knowledge of, and ability to acquire in-depth knowledge of, the northern arts sector, including artistic disciplines, organizational capacity realities, market access pathways, and region-specific considerations across NWT communities.
- Knowledge of, and ability to apply knowledge of arts and cultural organizations across the NWT, including their histories, mandates, governance structures, cultural priorities, and



development needs within diverse Indigenous and northern contexts.

- Knowledge and skills in the use of digital tools and information systems, including MS Office, online databases, communication platforms, and presentation software, with the ability to maintain accurate program records and support public-facing information platforms.
- Knowledge of the NWT's economic, social, political and community environments, and how these factors intersect with arts funding, community readiness, and regional cultural development.
- Program management skills, including the ability to apply GNWT administrative and financial procedures, verify claims, track contribution agreements, and ensure program compliance in accordance with applicable legislation, policies and internal controls.
- Interpersonal and communication skills, with the ability to convey information in a professional, culturally respectful and client-focused manner, both orally and in writing.
- Facilitation skills for leading small groups, workshops and community sessions, adapting content and delivery to diverse learning styles and cultural contexts.
- Public and community consultation skills, including gathering feedback, facilitating dialogue, and incorporating community perspectives into program delivery and continuous improvement.
- Organizational, time-management and project-planning skills, including the ability to manage multiple priorities, cyclical program deadlines, and community travel schedules.
- Ability to work collaboratively and respectfully with colleagues, artists, organizations, Indigenous governments, and community partners across the territory.
- Ability to ensure clear eligibility, jurying and application processes are developed and communicated for ITI arts funding programs, and to support transparent, fair and accessible program administration. (Rewritten to replace outdated MOU reference.)
- Ability to think creatively, critically and analytically to assess proposals, identify risks, recommend improvements, and support program innovation and integrity across the funding suite.
- Ability to consistently practice and uphold diversity, inclusion, cultural safety, and trauma-informed approaches, ensuring respectful engagement with communities and participants.

Typically, the above qualifications would be attained by:

A bachelor's degree in arts/arts administration, business/public administration, communications or a related field and two (2) years of progressively responsible experience in arts program delivery, agreement administration and client advisory.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security



- 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