



ArtStarts is hiring!

**ORGANIZATION**

[ArtStarts in Schools](#)

POSITION

Coordinator, Booking & Touring

REMUNERATION

\$51,758 + Benefits (\$28.44/hr)
Term position, 35 hours/week

This position is a term position for 6 months from hire, with the possibility of renewal.

APPLICATION DEADLINE

February 2, 2024

START DATE

ASAP

CONTACT

Heather Campbell

ABOUT ARTSTARTS

ArtStarts is a charitable, not-for-profit organization, dedicated to promoting art and creativity in young people's lives. We focus on creating meaningful change where young people benefit most equitably and directly – in their schools and classrooms.

By providing young people with access to arts-based learning experiences, we develop a generation that values the creative, collaborative and innovative skills necessary to thrive in the 21st century. You can read more about our mission, vision, and guiding principles here: <https://artstarts.com/about>

ABOUT THE TEAM

Our current staff team is made up of 7 full-time employees. We are all committed to our own anti-oppression learning journey and focused on finding ways to embody our commitment to equity and decolonization both internally and externally at ArtStarts.

Due to renovations at our office and activity space in downtown Vancouver, staff are currently working remotely from home. When renovations are complete (estimated to be Fall 2024), we will switch to hybrid work to ensure adequate staffing at our public space.

OUR ORGANIZATION CULTURE

At ArtStarts, our culture is rooted in shared values and shared purpose. We align first and foremost around our mission and vision. We work towards shared goals that drive mission impact. Our work is not just about keeping our organization afloat, it is about making our mission happen.

As an arts organization aimed at working with young people, we have an important role to play in advancing and strengthening the values of justice, equity, diversity and inclusion.

ABOUT THE ARTSTARTS BOOKING & TOURING SERVICE

The ArtStarts Booking & Touring service is an extension of the ArtStarts Directory which sends self-identified professional artists into schools all across British Columbia including public schools, independent schools, First Nations School Association schools, and French-language schools.

A typical year can see over 1,000 performances and workshops booked across the province. The ArtStarts Directory typically features approximately 100 self-identified professional artists across a diverse range of disciplines and practices, and prioritizes the featuring of artists from self-identified equity-seeking groups.



JOB DESCRIPTION

ArtStarts in Schools is seeking a Coordinator, Booking & Touring, to join our team. This position reports to the Co-Director, Programs and the Manager, Booking and Touring, and is responsible for all stages of the booking process of artist performances and workshop activities in schools in BC.

The Coordinator, Booking & Touring will work in partnership with the Coordinator, Operations & Finance to ensure invoicing and billing to schools and districts is accurate and timely.

We are seeking someone who is passionate about arts education, is detail-oriented, and has strong customer service and interpersonal skills. We are looking for someone who is values-aligned, and driven by our mission to expand the role of arts in education to enable young people to thrive in learning and in life.

Responsibilities

Booking & Touring

- Responsible for the artist/school booking process (contracts, confirmations, changes, conflicts and cancellations)
- Responding to school and artist booking inquiries
- Follow up with schools that have not signed their contracts
- Sending weekly booking summary and following up on monthly reminders to districts and artists
- Gathers feedback from schools for reporting to funders and artist development.
- Attending school performances to connect with the outcomes of activities happening in the field
- Responsible for single event and tour booking for artist performances and workshops in schools throughout BC
- Receiving, entering and updating of information in Salesforce
- Confirming performance and workshop completion
- Working with Coordinator, Operations & Finance, to ensure school and district invoicing is accurate.

Directory

- With Manager, Booking & Touring, support annual artist directory application on onboarding.
- Updating and processing of annual service agreements, artist content in the Salesforce Artist Login community

Other

- All positions at ArtStarts are jointly responsible for and are expected to collaborate on any special events or promotional activities
- Maintaining relationships with artists, schools, districts and community organizations
- Identify and implement ways to use technological tools to improve program infrastructure
- Take part in regular staff activities, assuming occasional leadership duties such as hosting meetings, leading presentations, or celebrating accomplishments
- Collect and provide data, as needed, for reporting to board, funders and external parties.

Qualifications

The following will enable you to excel in this role:

- Salesforce expertise
- Problem solving & investigative skills
- Thrives in a high volume, fast-paced environment
- Able to work independently and take responsibility for their work
- Customer service skills
- Highly detail oriented and able to multitask
- Confident written and verbal communication skills
- Experience in arts administration is considered a strong asset

In addition, we are looking for someone who is:

- Passionate about the ArtStarts mission and vision
- Committed to advancing equity and decolonization work
- Able to adapt and pivot during times of change
- A team member that contributes positively to our organizational culture
- Able to generate creative ideas by exploring multiple possible solutions
- Willing to take initiative and test new approaches to increase the impact of our work



REMUNERATION

ArtStarts has integrated a fixed tier compensation model for all employees. This means compensation is based on tiers which are determined by title (coordinators, managers, and directors) and each tier has a fixed salary. Salaries are not adjusted (up or down) based on education and/or experience. If a person is determined to be the best fit for the role, they are hired and offered the fixed tier salary. New employees receive the same fixed tier salary as current employees.

The salary for this position is fixed at \$51,758 for 35 hours/week and is not negotiable. Additional benefits include starting paid vacation of 3-weeks per year, 12 paid personal days, 5 paid sick leave days for self-care or family care, a professional development allowance, and after the probation period, extended health and dental coverage for the employee, partner, and dependents.

HOW TO APPLY

We encourage all applicants who are interested in this role to apply, regardless of background and experience. We particularly encourage applicants from members of communities that are marginalized or that experience structural discrimination, including those identifying as Black, Indigenous, people of colour, LGBTQ2IA+, and those living with a visible or invisible disability.* Please consider self-identifying in your cover letter via email to help us prioritize your application.

To apply, please submit a cover letter and resumé to team@artstarts.com.

Your cover letter is an opportunity to identify:

- how your strengths and experiences align with this job opportunity;
- how you fit with the organizational culture and commitment to anti-oppression described above

We acknowledge that we carry out our work on the lands of Indigenous nations throughout colonial British Columbia. Our office and the ArtStarts Gallery are located on the unceded, ancestral, and traditional territory of the x̱w̱məθkʷəy̱əm (Musqueam), Sḵwx̱w̱ú7mesh (Squamish), and Seḻiḻw̱iṯulh (Tsleil-Waututh) peoples.

*With our ongoing renovations, there is currently no lift access to our second floor offices. In the spirit of transparency, we would like to share this information with potential applicants to acknowledge that currently our space is not completely accessible. We will work together with shortlisted candidates to mutually understand access needs and work towards making a safe, inclusive, and accessible work environment.