



ArtStarts is hiring!



ORGANIZATION <u>ArtStarts in Schools</u>	POSITION Co-Director, Administration	REMUNERATION \$73,500 + Benefits Permanent Full-Time
APPLICATION DEADLINE June 5, 2022	START DATE ASAP	CONTACT Winnie Tam

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>

COMMITMENT TO ANTI-OPPRESSION

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. As part of this active learning journey, we are taking a magnifying lens to our core programs and also taking a birds-eye view of ArtStarts as a whole and identifying how we can apply an equity and decolonization lens to our work. Social justice issues are no longer the responsibility of activist organizations, but instead a moral responsibility for all of us as human beings. Social justice through the arts is a powerful approach and now an integrated part of our work towards mission impact.

SHARED LEADERSHIP AT ARTSTARTS

ArtStarts is implementing a shared leadership structure where three co-directors report directly to the Board of Directors. Shared Leadership allows for a more equitable workplace where power, control, decision-making, and accountability do not rest solely on one individual. It offers an alternative structure to engrained colonial notions of leadership and organizational management. Each director has a distinct area of responsibility and shared responsibility for financial health, people & culture, strategy, advocacy, and governance. You can read the recent press release about this co-director model [here](#).

ABOUT THE TEAM

Our current staff team is made up of 7 full-time and 3 part-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.

Staff are currently working remotely from home with the option of working from the office on a rotating schedule due to the ongoing pandemic reality and upcoming accessibility upgrade to our facility. We are planning for Vancouver-based staff to return to working at our office in downtown Vancouver in due time.

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.



JOB DESCRIPTION

ArtStarts in Schools is seeking a full-time permanent Co-Director, Administration to join our team. This position reports to the Board of Directors, is an active member of the shared leadership team, manages the Operations Coordinator, and actively collaborates with all team members. We are looking for someone to build and maintain administrative, financial, and operational sustainability in support of the mission and values of ArtStarts in Schools.

The Co-Director, Administration co-leads with two other directors in these areas of overall organizational responsibility and accountability: governance, financial health, strategy, advocacy, and people & culture, including development and implementation of organizational strategy, organizational oversight, liaison and support to the Board of Directors, and planning and implementation of the vision and mission of ArtStarts in Schools.

Individual Responsibilities

Finance

- Lead annual and quarterly budgeting and planning process in consultation with the managers and Co-Directors
- Manage cash flow, capital budget, deferrals, and long term financial planning
- Participate on the Finance Committee of the Board of Directors
- Oversee outsourced accounting firm and their deliverables
- Review and approve payroll, weekly AP, AR collections, invoicing, monthly financials, GST, and other finance-related items as needed
- Review and sign all contracts and purchase requests in accordance with the Goods and Services Procurement Policy

Operations

- Oversee the maintenance of the facility, including gallery and office equipment
- Identify and develop ongoing strategies to optimize operating effectiveness and process efficiency
- Lead and project manage IT systems improvements that modernize our operations, integrate across programs, and improve our programming
- Ensure timely and accurate compliance reporting and statutory requirements are met
- Oversee management policies and procedures with a focus on recruitment, training, performance evaluation, compensation and benefits
- Negotiate and manage contracts with third party service and software providers

Fund Development

- Track funding deadlines and requirements and assign responsibilities amongst the team
- Produce the financial reporting requirements for all funders
- Provide other fund development support where needed

People Management

- Manage staff reporting into this role including recruitment, mentorship, work plan and career development
- Work with the leadership team to manage organization-wide staff engagement

Shared Responsibilities

As one of the active members of the leadership team, this role has joint accountability over the following:

- Act as one of the primary ambassadors of ArtStarts by cultivating and maintaining partnerships and relationships with supporters and collaborators
- Oversight of organizational financial health with the leadership team, including developing a balanced budget, long-term financial planning, and revenue generation
- Advocate for social justice in arts and education by building relationships with community champions and responding to appropriate calls to action
- Develop and execute the strategic plan with the leadership team and Board of Directors and drive operationalization of that plan
- Support the Board of Directors to make sound governance decisions
- Participate where appropriate in Board committees and Board-directed activities



- Serve as liaison with the Board of Directors in rotation with other Co-Directors

Qualifications

The following will enable you to excel in this role:

- Post-secondary training and/or work experience in the fields of the finance and/or non-profit management
- Strong financial acuity, analytical skills, and keen attention to detail
- Highly organized and skilled at project management and logistics
- Experience with human resources requirements
- People-centred management style that promotes collaboration, transparency, and accountability
- Experience engaging and working with culturally diverse communities
- Experience administering and using CRM software (Salesforce preferred)
- Comfort using (or learning to use) Slack and Google Suite

In addition, we are looking for someone who is:

- Passionate about the ArtStarts mission and vision
- Committed to advancing anti-oppression work
- Strategically-minded and is able to guide planning and execution
- Able to provide support during times of change
- An empathetic leader that stewards our human-centred leadership values
- A strong collaborator with the ability to work as part of a team toward collective goals
- Able to generate creative ideas by exploring multiple possible solutions
- Committed to distributed power and seeking advice from team members
- Aware of their own and others' strengths and appreciates each team member's contributions

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 co-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 \$73,500 for 35 hours/week and is not negotiable. Additional benefits include starting paid vacation of 3-weeks per year, paid personal days/leave for self-care or family care, a professional development allowance, and extended health and dental coverage for the employee, partner, and dependents.

APPLICATION PROCESS

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 boardexec@artstarts.com.

Your cover letter is an opportunity to identify:

- how your strengths and experiences align with this job opportunity, in particular with the shared leadership structure;
- how you fit with the organizational culture and commitment to anti-oppression described above.

Applications will be reviewed as they are received so apply early and no later than June 5, 2022 at 11:59pm.

Members of the Board of Directors and staff will conduct the interview process. We anticipate the process will include:

- A short video interview for initial screening
- One hour video interview with staff members



- One and a half hour video interview with leadership staff and board members
- Reference checks

We hope the successful candidate will start as soon as possible, given the interview process and notice required. The hiring team may adapt the process as needed if circumstances change.

We thank all candidates who take time in applying for this role. All candidates will get an automatic response confirming receipt of their application package. Shortlisted candidates will receive updates thereafter by email.

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 $x^w m \theta k^w \acute{a} y \acute{a} m$ (Musqueam), $S k w x \acute{w} \acute{u} 7$ mesh (Squamish), and $S e l \acute{i} l w i t u l h$ (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.