



## ArtStarts is hiring!

**ORGANIZATION**

[ArtStarts in Schools](#)

**POSITION TYPE**

Part or Full time, Temporary

**APPLY BY**

June 13, 2022

**POSITION**

Grants Assistant

**REMUNERATION**

\$26/hour

**START DATE**

October 3 2022

**END DATE**

September 29 2023

*POSITION AVAILABLE PENDING SUCCESSFUL GRANT APPLICATION*

**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.

**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. Applicants do not need to be based in the Lower Mainland to apply. Any BC-based early career artist is eligible.



## 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 Grants Assistant to join our team! This is a temporary full or part time position (from 20-35 hours/week depending on successful applicant's availability), available pending funding, starting October 3 2022 and ending on September 29, 2023.

This position will report to the Program Manager to support a full year of the granting cycle for the grants ArtStarts provides to artists and schools including: supporting the administration of the grants, note-taking for the assessment panel meetings, and supporting the re-launch and evolution of the grants. If interested, the successful applicant may support ArtStarts' new residency program. ArtStarts will work with the successful applicant's schedule to determine if this position will be full or part time.

The successful candidate will work with ArtStarts to connect with a paid mentor of their choice. The candidate does not need to have a mentor selected or know their mentor prior to applying - ArtStarts will support you in connecting with a mentor and will pay that mentor for their time. Part of the successful applicant's work will include spending paid time with their mentor and debriefing their work at ArtStarts. The mentor the candidate chooses will be invited to give feedback on ArtStarts grants programs alongside the successful applicant.

## Responsibilities

The Grants Assistant will work directly with the Program Manager and Director of Programs to support ArtStarts' grant programs. Responsibilities will include:

### Grants Management

- Use Salesforce and Form Assembly (online content management software) to support grants management for the grant programs that ArtStarts provides to artists and schools: [Artists in the Classroom \(AIC\)](#), [Creative Spark Vancouver \(CSV\)](#), and [Cherniavsky Mr Music Fund](#)
- Give feedback on and support the further development of grant guidelines and application form
- Review applications prior to assessment meetings to determine eligibility
- Participate as a note-taker for the assessment panel meetings and support the selection of assessment panel members
- Support the delivery of grant workshops for ArtStarts programs and other organizations or events.

### Communications

- Review Final Reports for the 2021-22 and 2022-23 School Year to provide the Communications team with content to promote grants for the 2023-24 School Year
- Support the communications team with targeted outreach to schools, especially FNSA Schools and low-income schools, and artists, especially BIPOC artists, LGBTQ2SIA+ artists, and disabled artists



#### Other

- Connect with your mentor - 2-4 times a month as you would like
- Option to participate in the launch of the new ArtStarts Residency program
- Option to participate in other work at ArtStarts as per your interests and goals

#### Qualifications

Candidates are eligible to apply if they identify as an early career practitioner artist. The ideal candidate will have an interest in education, young people, and experience in the arts sector.

We are looking for individuals that are:

- Interested in getting involved in BC's arts and cultural community, the nonprofit sector, education, and arts in education
- Have recently completed basic training in their discipline in the last 5 years AND are interested in arts administration as part of their career goals
- Willing to learn and grow
- Excellent verbal and written communications
- Experience with Google Workspace (Google Drive, Docs, and especially Sheets)
- Experience communicating with the general public
- Experience handling confidential information an asset
- Experience with Salesforce, FormAssembly, or other Client Resource Management software an asset

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.

This position is contingent on funding from [the BC Arts Council Early Career Development Grant](#). The successful candidate will co-apply with ArtStarts to the grant, which includes further eligibility requirements:

To be eligible to participate in any component, an early career practitioner must:

- be working in one or more of the arts disciplines funded by the BC Arts Council;
- be a Canadian citizen or Permanent Resident who ordinarily resides in B.C., having lived in the province for at least 12 months immediately prior to the application being submitted. For more information, review our Determining B.C. Residency page;
- not be enrolled in full-time studies when the project is taking place;
- not have been named in two previous successful Early Career Development applications regardless of component, i.e., an individual may participate in a maximum of two Early Career Development projects in their lifetime;
- not be named in any other application in this program's current intake; and
- not have any overdue final reports on previous BC Arts Council grants.



AND EITHER

- identify with one of the BC Arts Council's Designated Priority Groups, (Indigenous (First Nations, Métis, or Inuit); Deaf or experience disability; Black or people of colour; Located in regional areas (outside greater Vancouver or the capital region)), and have completed basic training in their discipline **within ten years** of the application deadline;
- OR
- have completed basic training in their discipline **within five years** of the application deadline.

Applicants are eligible if basic training will be complete within six months of the application deadline and before the proposed activity begins. "Basic training" means appropriate and relevant education that has prepared an Early Career Practitioner to work at a professional level; for example:

- traditional knowledge transfer or an apprenticeship with a qualified, peer-recognized practitioner; or
- a degree or certificate program from an academic institution.

### Remuneration

The successful applicant will be paid \$26/hour. As this is a temporary position, benefits are not included.

### How To Apply

Please submit a resume and cover letter detailing your previous relevant work history. Your cover letter is an opportunity to identify your interest in the role, and why and how your strengths and experiences align with this job opportunity. Please also describe how you fit with the organizational culture and commitment to anti-oppression described above. This is an entry level position and you may not have experience specifically with grants or in arts administration--that is totally fine! Share any experiences you have had in other fields or in school or volunteer settings.

Email your application to Lily Cryan, Program Manager at [lily@artstarts.com](mailto:lily@artstarts.com) by June 13, 2022. Applicants will be contacted on a rolling basis for follow up interviews - all applicants will be considered before making a final decision.

The successful applicant will work with ArtStarts to apply for the Early Career Development Grant by the end of June 2022.

This is a condensed hiring timeline. Interviews and reference checks will be conducted before June 20th 2022.