



## ArtStarts is hiring!



<b>ORGANIZATION</b> <u>ArtStarts in Schools</u>	<b>POSITION</b> Program Coordinator, Booking & Touring 35 hours/week	<b>REMUNERATION</b> \$47,100 + Benefits Permanent Full-Time
<b>APPLICATION DEADLINE</b> March 13th, 2022	<b>START DATE</b> April 20th, 2022	<b>CONTACT</b> Paneet Singh

### 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. When it is safe to do so, we expect to return to working from our office in downtown Vancouver.

### 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.

### 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 2,000 performances and workshops booked across the province. The ArtStarts Directory typically features over 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. The Booking & Touring department also leads the planning and execution of the annual ArtStarts Showcase which is a multi-day event featuring artists from the ArtStarts Directory for an audience of school district delegates, professional, and community presenters.



## JOB DESCRIPTION

ArtStarts in Schools is seeking a Program Coordinator (Booking & Touring) to join our team. This position reports to the Program Manager, is an active member of the Programs team, works with artists and booking presenters in our network to provide them with our offered services, and actively collaborates with all team members. 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.

Currently, the ArtStarts office in downtown Vancouver is closed to the public, and the staff are working mostly remotely due to COVID-19 protocols. There is currently limited availability to work from in the office space, and staff are expected to be able to work remotely. These guidelines will evolve as we navigate the realities of the COVID-19 pandemic.

## Responsibilities

### Booking & Touring

- Coordinating the booking process (contracts, confirmations, changes, conflicts and cancellations)
- Receiving, entering and updating information in Salesforce
- Scheduling/rescheduling artist tours
- Responding to school and artist inquiries by phone and email
- Confirming event completion, gathering feedback from schools
- Sending and following up on monthly reminders to districts and artists
- Updating and processing annual service agreements, artist content in the Salesforce Artist Login community and annual membership payments
- Maintaining relationships with artists, schools, districts and community organizations to ensure expanding utilization of ArtStarts services
- Attending school performances to connect with the outcomes of activities happening in the field
- Follow up with schools that have not signed their contracts
- Supporting the Director of Administration in developing, troubleshooting, and problem-solving back end systems as they relate to the Booking & Touring Department

### ArtStarts Showcase

- Supporting artist application and committee selection process
- Processing delegate registration and contact room payments
- Supporting the event: planning, set-up and tear-down, catering and event services, delegate registration, reception and networking events, volunteer recruiting and coordination.
- Be available for any additional support the Program Manager may need

### Finance Support

- Work with external accounting service providers to distribute district billing, invoice individual schools and prepare artist payments.

### Other

- Support the Program Manager with any administrative tasks related to Artists in Education grant, facilitated by the Booking & Touring Department
- Supporting general office administration and database updates/improvements as required
- Available for occasional cross-programming support when needed

## Qualifications

The following will enable you to excel in this role:

- A passion for arts education
- Experience engaging and working with culturally diverse communities
- Strong collaboration skills and the ability to work as part of a team
- Comfort using (or learning to use) Salesforce, Form Assembly, Slack and Google Suite
- Customer service experience and/or strong interpersonal skills
- Strong attention to detail and ability to self-organize and multi-task
- 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 \$47,100 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..

### 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](mailto: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

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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 xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Sel̓ilwítulh (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.