

**New**

Ministry

Arts, Culture and Status of Women

**Describe: Basic Job Details**

**Position**

Position ID

Position Name (30 characters)

Arts Development Consultant

Requested Class

Program Services 4

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

**Employee**

Employee Name (or Vacant)

Vacant

**Organizational Structure**

Division, Branch/Unit

SWCCD, Arts Branch/AFA

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Senior Manager (Zone 1)

**Design: Identify Job Duties and Value**

**Job Purpose and Organizational Context**

Why the job exists:

The Arts Development Consultant is guided by the Alberta Foundation for the Arts (AFA) Act, and applies advanced knowledge and experience of provincial arts infrastructure to ensure public grant programs and funding opportunities meet the mission, goals, and vision of the AFA. This position develops and maintains ongoing relationships within the arts sector and with individuals and organizations engaging with the sector.

The Arts Development Consultant provides consultative services to individual artists, not-for profit organizations, and the general public on grant writing and grants management, artistic development, provincial and other resources available to artists and arts organizations, arts-related organizational policy, financial reporting and administration, and current trends and issues impacting the sector.

In addition to assisting grant applicants with AFA funding guidelines, policy interpretation, and the preparation of grant applications and materials, the Arts Development Consultant supports the AFA with front to back-end grants management, funding opportunity planning and monitoring, and development of recommendations on AFA funding guidelines and related policy.

## Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

Ensure program delivery and grants management provides Albertans with access to grant funding in support of the AFA mandate and mission by:

- Providing in-depth consultative services and analysis on AFA policies and funding guidelines to artists, arts organizations, and other external and internal clients.
- Supporting grants management processes to ensure funding is allocated to artists and arts organizations efficiently, transparently, accurately, and in accordance with policies and standards.
- Developing tools and communications to facilitate grant application submissions and advise clients of policies and guidelines, including delivery of public workshops and programming.
- Researching, recruiting, and moderating expert panel adjudication on the deliberation and assessment process to inform funding recommendations.
- Preparing and finalizing formula-funded and expert panel recommendations for committees and AFA Board approval.
- Executing and completing all stages of the grants management process in alignment with standard operating procedures as set by Arts Development practices.

Ensure business operations are managed efficiently and with maximum effect to deliver on AFA mandate and mission by:

- Conducting client-centered evaluations of existing funding programs to assess efficacy and alignment with AFA mandate and program guidelines.
- Contributing to initiatives that promote operational and administrative excellence within Arts Development, i.e. support of annual business plans and AFA strategic plans.
- Researching, analyzing, and providing recommendations to AFA Board and senior managers on current and future funding program changes, addressing potential impacts on program structure or clients.
- Combining knowledge of current and emerging issues in the arts sector to review or develop policy recommendations to AFA Board that enhance the arts in Alberta.
- Providing background, analysis, and recommended responses to senior management, AFA Board, and elected government officials, i.e. action requests and briefings, for client interactions.
- Monitoring legislative compliance with guidelines and policies for public funding programs and government operations including, but not limited to, Alberta Foundation for the Arts Act, Government Accountability Act, FOIP Act, and Societies Act.

Consult on partnership development and provide outreach to support long-term client viability by:

- Creating, implementing, and delivering workshops, meetings, events, and materials to foster and augment arts sector growth, specifically with awareness of AFA programs and services.
- Providing information and counseling, as appropriate, to emerging and established artists, arts groups and not-for-profit organizations, and members of the general public on areas including, but not limited to, opportunities for arts participation.
- Facilitating initiatives to encourage increased client capacity for appropriate growth, self-reliance, and development respective to AFA programs and services.
- Utilizing knowledge of other provincial government programs and services to avoid funding duplication and make appropriate referrals when consulting with arts sector and community groups.
- Establishing and maintaining a network of provincial and national contacts and experts to remain current on sector issues, critical developments, program and service trends, new studies, resources, and reference materials.

Build capacity for individual artists, arts organizations, and other AFA clients to support sustainability and long-term growth by:

- Supporting knowledge transfer, skill building, and leadership development opportunities through enabling access to AFA programs and services.
- Identifying training priorities, consultative services, and/or referrals to assist in the development, implementation, and promotion of opportunities to support the arts community.
- Delivering workshops and disseminating information in response to issues within the broad field of arts development and other sector impacts.

- Informing the arts community in Alberta about arts and funding resources available for program development based on guidelines and expectations as set out by the AFA Board.

Ensure financial administration complies with government and AFA policies and applicable legislation to ensure equity and transparency in funding and grants management by:

- Conducting thorough reviews of clients receiving grant funding to ensure that expenditures reflect their intended purposes and align with funding agreements and conditions.
- Providing conflict resolution respective to AFA funding and guidance to impacted clients.
- Administering assigned program budgets to ensure expenditures reflect the purpose of business plans and AFA strategic plans.
- Exercising fiscal responsibility and employing knowledge of the necessary financial operational policies in working with the allocated program budget.
- Monitoring grant budgets to remain within pre-established allocations.

## Problem Solving

Typical problems solved:

- Reporting to the Director, Arts Development, this position is responsible for AFA funding program consultation, delivery, and grants management in a professional, customer-service oriented, and competent manner.
- Information needs vary greatly and services are requested from a range of external clients in the arts sector - from individual artists, to arts organizations, not-for-profit organizations, and the general public - as well as internally through the AFA, the ministry, and the province.
- This position requires detailed knowledge of AFA grants and grants management to provide appropriate services to clients in a fair and equitable manner.
- Experience and knowledge of grants management, grant program design, and the ability to work with initiative and independence is essential in carrying out a diverse and complex range of responsible and tasks.

Types of guidance available for problem solving:

- As a member of Arts Development, this position draws upon the experience of a team consisting of peers with parallel subject-matter expertise to ensure consistency and equity in program delivery.
- Director, Arts Development, is available to provide guidance and advise on priorities, policies, and roles and responsibilities as needed.
- Problem-solving is also guided by awareness and interpretation of legislative guidelines, AFA policy and funding program guidelines, standard operating procedures, and past precedence.

Direct or indirect impacts of decisions:

- Working as a team member or as an individual expert, this position impacts significantly on the manner in which clients function and the success they realize in their endeavors, and requires significant subject-matter knowledge to ensure programming is aligned with, or is responsive to, community need.
- By providing input to senior leadership, this position is linked to the provincial and national arts sectors and informs the interrelationship of policy and program development by advising on nation-wide standards for arts funding through an effective understanding of other provincial and national arts funding bodies.

## Key Relationships

Major stakeholders and purpose of interactions:

- Ongoing daily interaction with external individual artists, arts organizations, not-for-profit organizations and the general public for the purposes of providing information as requested.
- Ongoing daily interaction with external AFA grant applicants and/or recipients on grant status and grants management, including post-award procedures and reporting.
- Minimum weekly or as needed interaction with internal senior leadership, i.e. Director, Arts Development, to determine workload distribution, provide support, provide program delivery updates, respond to queries, etc.
- Minimum weekly or as needed interaction with Arts Development team to deliver collaborative initiatives, provide support, provide program delivery updates, respond to queries, etc.
- Frequent preparation of funding opportunity grant recommendations, program summaries, policy recommendations and other documents for internal senior leadership and/or AFA review and approval.

- Frequent preparation of briefing notes, event briefings, and other action requests for advice for internal ministry or department officials.
- Frequent to occasional interaction with provincial and national funding agencies on arts sector issues and comparative funding practices for artists and arts organizations.

**Required Education, Experience and Technical Competencies**

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Arts	Other	

If other, specify:

Fine Arts, Arts Administration

Job-specific experience, technical competencies, certification and/or training:

- Bachelor's Degree in Arts, Fine Arts, or Arts Administration with a specialization in Film studies or Film and Video production in order to provide theoretically sound advice and guidance to grant applicants, grant recipients, and other parties in accessing AFA funding.
- Minimum three years' prior experience working in arts administration or grants management.
- Demonstrated knowledge of issues, trends, and research in key subject areas appropriate to the business of the AFA in order to provide appropriate grant funding recommendations and policy and guideline recommendations for approval and use of the AFA Board in executing its mandate.
- Demonstrated knowledge of general accounting practices, board governance, and not-for-profit operational and administrative practices to determine applicant eligibility, funding recommendations, and grant recipient compliance throughout the grants management cycle.

Additional assets include:

- Knowledge of AFA Act, Societies Act, Municipal Government Act, School Act, Part 9 Companies Act, Part 21 Corporations Act, FOIP Act.

**Behavioral Competencies**

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Engages the community and resources at hand to address issues: <ul style="list-style-type: none"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from other areas to solve problems</li> <li>• Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	As a member of a team of arts specialists, this position is often called upon to identify unique solutions to issues or provide resolution by drawing upon best practices evident in multiple disciplines or arts sectors to form conclusions and impact decision making. This requires the requisite ability to engage with multiple resources and assess impacts on the position's portfolio.
Systems Thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Considers inter-relationships and emerging trends to attain goals: <ul style="list-style-type: none"> <li>• Seeks insight on implications of different options</li> <li>• Analyzes long-term</li> </ul>	This position requires current knowledge and ability to anticipate emerging trends impacting the arts sector to inform decision-making and formulate conclusions on efficacy of

		<p>outcomes, focus on goals and values</p> <ul style="list-style-type: none"> <li>• Identifies unintended consequences</li> </ul>	<p>program delivery and/or future enhancement. It requires the ability to seek multiple perspectives and anticipate potential future impacts on the clients and stakeholders.</p>
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Encourages development and integration of emerging methods:</p> <ul style="list-style-type: none"> <li>• Shapes group learning for team development</li> <li>• Employs emerging methods towards goals</li> <li>• Creates a shared learning environment</li> <li>• Works with individuals to develop personal development plans</li> </ul>	<p>As part of the Arts Development Team, this position supports team learnings by providing access to, and expertise in, a specific arts sector, drawing parallels, and offering conclusions to support others' decision making. This position is also key in providing resources and skill development directly to clients to build long-term capacity in artistic career development and access to public resources.</p>
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> <li>• Takes opportunities to improve work processes</li> <li>• Anticipates and adjusts behaviour to change</li> <li>• Remains optimistic, calm and composed in stressful situations</li> <li>• Seeks advice and support to change appropriately</li> <li>• Works creatively within guidelines</li> </ul>	<p>As arts sector needs adapt to changing environment, this position must anticipate the impacts on clients and stakeholders to best inform decision-making on sector support. This position must work proactively to meet the demands of the arts sector, while working within policy and procedure to provide maximum benefit to clients.</p>
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> <li>• Leverages skills and knowledge of others</li> <li>• Genuinely values and learns from others</li> <li>• Facilitates open and respectful conflict resolution</li> <li>• Recognizes and appreciates others</li> </ul>	<p>As a member of team of specialists, the ability to share knowledge amongst team members is vital in supporting group learnings and informing standing practices and procedures. This position also require the ability to provide advice, issue-resolution, and best practices to clients and stakeholders, often relying upon learnings</p>

			form others to inform recommendations.
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**Benchmarks**

List 1-2 potential comparable Government of Alberta: [Benchmark](#)