

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	Fin. Code
	Nunavut Arts Liaison Officer	Director, Culture & Heritage	
Department	Division/Region	Community	Location
CLEY	Culture and Heritage	Iqaluit	

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.
<p>This position exists to promote and foster the development of the arts in Nunavut by providing analysis, advice, administrative support and guidance on arts programs and services. Through this position Nunavummiut will be provided with improved access to arts information and services, resulting in the development of educational, economic and social opportunities, and enhanced awareness of the importance of the arts sector in Nunavut society. This position is part of a partnership agreement with the Canada Council for the Arts.</p>

3. Scope

Describe in what way the position contributes to and impacts on the organization.
<p>The arts and cultural sectors in Nunavut are key contributors to the economy and social well being of Nunavummiut. The position plays an important role in facilitating cultural preservation and growth, and in strengthening the arts economy and social fabric of Nunavut.</p> <p>The Nunavut Arts Liaison Officer will work closely with individual artists, federal, provincial and territorial art and culture associations, the Government of Nunavut, Inuit organizations and the Canada Council for the Arts.</p> <p>The incumbent will also represent the Canada Council for the Arts in an initiative designed to increase support to all artists in Nunavut with a focus on Inuit artists; develop and implement targeted activities to raise awareness on accessibility to Canada Council's and CLEY's programs and services. The incumbent will also play an important role to strengthen the arts funding infrastructure in Nunavut; hold information and grant writing sessions, and perform other related duties.</p>

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. For a management position, indicate the subordinate position(s) through which objectives are accomplished.

The Nunavut Arts Liaison Officer is accountable to the Director of Culture and Heritage for the effective and efficient administration of arts programs and services by:

1. Research and Analysis of art discipline trends within the Nunavut arts community by:
 - a. reviewing existing arts programs and services;
 - b. identifying possible barriers to access to programs and services;
 - c. providing recommendations for new arts programs, services and outreach strategies to better serve the needs of the arts community;
 - d. assisting in the administration and assessment of arts funding programs (e.g., grants and contributions).

2. Strengthen partnerships and build capacity within the Nunavut arts sector by:
 - a. traveling to each region of Nunavut to convene information sessions with artists and arts organizations;
 - b. establishing solid working relationships with artists and arts organizations to inform them of the Canada Council's grant programs for which they are eligible to apply.
 - c. identifying opportunities for collaborative initiatives with arts organizations, federal and territorial government agencies and other funding agencies in Nunavut.

3. Strengthen the arts funding infrastructure and accessibility by:
 - a. providing general advice and assistance to artists and arts organizations requesting financial support through programs offered by CLEY and the Canada Council.
 - b. holding information and grant writing sessions to increase accessibility to funding programs for Inuit artists and arts organizations.

4. Promote the arts sector in Nunavut by:
 - a. developing and coordinating special events related to the arts.

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

The responsibilities of the Nunavut Arts Liaison Officer require:

<ol style="list-style-type: none"> 1. Specialized knowledge and direct experience in the arts and related activities including grants and contributions, arts promotion and advocacy. This level of knowledge is typically acquired through a university degree or diploma-granting institution in arts or cultural administration or a related field; 2. A minimum of 5 years of experience directly related to the principal responsibilities of this position 3. An understanding of the interrelationships, complexities and intricacies of the artistic milieu is essential 4. The ability to work collaboratively and effectively in a cross-cultural, team environment; 5. Well-developed time management, leadership and communication skills. 6. The language proficiency required to serve this community requires strong oral and written skills in Inuktitut and English. 7. Demonstrated analytical, problem-solving abilities, good computer skills and the ability to work independently without support staff. <p>Equivalencies consisting of a combination of education, knowledge, skills and abilities equal to the formal education and experience requirements will be considered.</p>
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6. WORKING CONDITIONS

<p>List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of occurrence of physical demands, environmental conditions, and demands on one’s senses and mental demands.</p>
<p>The incumbent will be required to travel up to 20 days per year. Due to irregular working hours and the need to coordinate travel plans for outreach activities, the incumbent, in consultation with his/her supervisor must plan a monthly work schedule to maximize time and minimize administrative costs.</p>

Physical Demands

<p>Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue.</p>
<p>There will be periods of highly concentrated work and some long hours, especially around frequent travel and meetings.</p>

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Environmental Conditions

<p>Indicate the nature of adverse environmental conditions, to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that disrupt regular work schedules and travel requirements.</p>
<p>Work is normally performed in an office environment. The incumbent may represent the Canada Council or CLEY at meetings, conferences and workshops, which may require travel and periods of time away from the office and home.</p>

Sensory Demands

<p>Indicate the nature of demands on the jobholder’s senses to make judgements through touch, smell, sight and hearing, and judge speed and accuracy.</p>
<p>The incumbent spends a considerable amount of time using a video display terminal, preparing and reviewing a wide variety of documents. This may result in eyestrain and other physical discomforts.</p> <p>The incumbent spends a considerable amount of time with representatives of government and non-government agencies, and other Government of Nunavut departments. This requires good listening and negotiation skills, tact and diplomacy.</p>

Mental Demands

<p>Indicate conditions that may lead to mental or emotional fatigue.</p>
<p>Interactions with artists and arts organizations, federal and territorial government agencies, organizations, and communities often involve sensitive issues that can be complex and stressful.</p>

7. CERTIFICATION

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>Director, Culture and Heritage</p> <p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Deputy Head Signature</p> <p>_____ Date I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</p>	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.