



JOB OPPORTUNITY PROGRAM CONSULTANT

Reporting to the Director of Programs (or designate), a Program Consultant is responsible for developing strategies, policies, programs, services, partnerships, and relationships specific to individual artists, organizations, and communities. Consultants collaborate in the development, implementation and dissemination of other SK Arts funding programs and special initiatives and works with a variety of partners including professional artists working independently or collaboratively; arts organizations, schools and communities engaging in arts activities in partnership with Saskatchewan artists; and others who are seeking to benefit from involvement in the arts. Consultants respond to program enquiries, consult with potential program applicants, furnish advice about challenges that may be encountered during funded projects, and provide information regarding reporting requirements. They will administer the process for reviewing grant applications in assigned programs and engage, as required, with external program partners and is responsible for decisions that require professionalism, independent judgement and proactive approaches to problem solving.

The selected candidate will work collaboratively with the full program team, and their specific skills in the arts (artistic discipline, interests, and/or experiences) will be chosen to complement those of current team members. At this time, SK Arts' program team would be best complemented by an individual with experience in some or all the following areas:

- An individual practice in literary arts particularly in writing or publishing;
- Knowledge and/or experience in other artistic practices including visual and performing arts;
- Strong experience in the leadership and/or management of professional arts organizations derived from having served in role(s) similar to that of Executive Director or General Manager; and/or
- Experience with the artistic practices of Indigenous peoples in Saskatchewan.

Work is undertaken both in an office and in the field, and in a unionized environment. Travel is required. The Consultant manages their portfolio and time within a monthly allocation of hours.

<u>Employment Type:</u>	Full time, Permanent, In-Scope, Field
<u>Salary Range:</u>	\$6,188 to \$7,240 monthly (5 steps) \$74,256 to \$86,880 annually (Pay Band 9, SK Arts/SGEU Collective Agreement, 2022 to 2025)
<u>Employment Location:</u>	Saskatoon, Saskatchewan
<u>Start Date:</u>	February 24 or based on candidate availability
<u>Application deadline:</u>	Friday, January 31, 2025, at 4:30 pm. (Saskatchewan time zone)

**Applications must include a current resumé and cover letter. The cover letter must include details that demonstrate how you have achieved the required knowledge, skills and experience.*

E-mail applications to: careers@sk-arts.ca

As a condition of employment, the successful candidate must submit a favourable Criminal Record Check.

SK Arts strives to be a workplace of choice that recognizes and empowers its people, promotes continuous learning, and provides value for the public. SK Arts is committed to employment equity and workplace diversity and encourages applications from all qualified people, including Indigenous and Métis peoples, persons with disabilities, visible minorities and new Canadians, LGBTQ2S+ peoples, and people who identify from other marginalized communities. We are also committed to providing access, equal opportunity, and reasonable accommodations for individuals with disabilities in all environments, services, and programs. To request an accommodation before entering the interview phase, contact Chip McDaniel at cmcdaniel@sk-arts.ca or 306-550-6348.

While we appreciate and thank you for your interest, only those selected for interviews will be contacted.

**[A full description of the position](#)
is attached below and is available on the SK Arts Website.**



POSITION DESCRIPTION

Program Consultant

Revised 2023-06
 2022-05
 2021-11
 2015-09

Approved by: Chief Executive Officer

Administered by: Director of Administration

- Applicable References:**
- *The Saskatchewan Employment Act, amended 2021*
 - *The Arts Board Act, 1997*
 - *The Arts Board Regulations, 1998*
 - *SK Arts Strategic Plan*
 - *SK Arts Policies*
 - *Collective Bargaining Agreement: Saskatchewan Arts Board and SGEU Local 2288*

ORGANIZATION OVERVIEW

SK Arts provides funding and support to the arts for the benefit of all people in Saskatchewan. The agency offers grants, programs and services to individuals and groups whose activities have an impact on the arts in Saskatchewan and ensure that opportunities exist for Saskatchewan residents to experience all art forms.

SK Arts considers equity, diversity, and inclusion as advantages and strengths that enhance our perspective, strengthen our work, and contribute to our innovation.

POSITION PURPOSE AND IMPACT

The Program Consultant works in an environment that is mission- and results-driven and community oriented. The position is integral to the implementation of SK Arts’ strategic plan and primary organizational objectives and contributes to public recognition of SK Arts as an organization that is shaped by the creative strengths and diversity of the province’s artists, arts organizations, and arts community.

As a member of a talented team of consultants, the Program Consultant is responsible for developing strategies, policies, programs, services, partnerships, and relationships specific to individual artists, organizations, and communities. This Consultant also develops and delivers other SK Arts funding programs and special initiatives and works with a variety of partners including professional artists working independently or collaboratively; arts organizations, schools and communities engaging in arts activities in partnership with Saskatchewan artists; as well as those who are seeking to benefit from involvement in the arts. The Program Consultant is responsible for decisions that require professionalism, independent judgement and proactive approaches to problem solving.

The selected candidate will work collaboratively with the full Programs Team, and their specific skills in the arts (artistic discipline, interests, and/or experiences) will be chosen to complement those of current team members. For specific details related to this current opportunity, refer to the Assets described at the end of the Knowledge and Experience requirements for the position.

ACCOUNTABILITY

The Program Consultant reports to the Director of Programs (or designate), participates as a member of the program team (which also reports to the CEO) and works collaboratively with other SK Arts staff members.

This is a full-time, permanent position. Given the primary locations of incumbent Program Consultants and SK Arts’ requirement to provide access in both Regina and Saskatoon, the work location is not negotiable.

The work is accomplished in both an office and in the field, and in a unionized environment. The Program Consultant manages their portfolio and time within a monthly allocation of hours. Intermittent travel and occasional irregular hours of work may be required. Matters related to working conditions, hours of work and wage scales are determined by SK Arts and described in the Saskatchewan Arts Board/SGEU Collective Agreement.

Conditions of employment include submission of a satisfactory Criminal Record Check.

KEY RESPONSIBILITIES

- Develop and deliver strategies, policies, programs, and services that are available to:
 - arts organizations providing professional arts programs and services;
 - individual professional artists, likely working in the disciplines of visual, literary, and/or Indigenous arts; and
 - communities and organizations engaging in arts activities in partnership with Saskatchewan artists.
- Identify changes in the arts eco-system such as emerging trends in relationships, changes in art practice and/or arts organizations' needs or structures, rising demands for funding for activities in the arts in new or remote communities, etc.; and work with the Programs Team to develop action plans, and determine potential partners, programs, and budgets so the changes may be appropriately addressed.
- Research programs and policies of other funding bodies, emerging art forms and the needs and practices of artists and arts organizations; identify program outcomes; monitor, review and evaluate programs and services; and implement revisions as necessary.
- Collaborate in establishing plans for public consultations occurring in conjunction with a review of grant programs.
- Collaborate with other members of the Programs Team in the regular review of grant programs in accordance with the mission/vision of the agency and the schedule established by the agency's CEO and Board of Directors.
- Participate in, and lead as assigned, the development and implementation of new or revised grant programs and related application materials, materials for reviewers, structures, policies, and practices that reflect a consistent approach across the agency.
- Provide consultative and professional advisory support to the public, potential program applicants, recipients of SK Arts funding, and the Board of Directors. This includes responding to enquiries about programs available to support specific activities; consulting with applicants, working independently or collaboratively, about their grant applications; advising grant recipients about reporting requirements; providing required advice about any challenges grant recipients may encounter while undertaking their funded projects; and providing background and program information to the Board.
- Administer program funding processes by reviewing applications for eligibility and completeness, selecting reviewers, managing review panels, and ensuring all the materials and approvals required to administer the review, reporting, notification, and grant payment processes are available to appropriate management and administrative teams.
- Plan, develop, and coordinate special projects and programs, and provide advice, expertise, and leadership on identified projects and initiatives.
- Manage and participate in advisory processes, committees and/or focus groups that solicit advice from artists, communities and the public about SK Arts programs and services.
- Explore, initiate, and maintain mutually beneficial relationships with arts and community stakeholders including funding partners, recipients of SK Arts funding, individual artists, non-governmental and non-profit organizations, government ministries and agencies (federal and provincial), boards, the public and agency staff.
- Fulfil the requirements for program funding partners by collecting necessary information and statistical data and providing written reports.
- Represent SK Arts through relationships with individuals, organizations, and communities; with the media through print, video, television, or radio interviews; electronic and telephone communications; and public speaking opportunities.

KEY RESPONSIBILITIES *(continued)*

- Attend identified events, conferences, seminars, workshops, etc., to build awareness of the agency and its programs and services, and to inform program development and project evaluation.
- Collaborate with administrative staff to ensure that documents, files, and grants database are accurate and up-to-date, and material that is to be distributed is properly compiled and timely.
- Support other Program Consultants, particularly during periods of heavy workload or during vacations, and contribute to a process of continuous improvement within SK Arts.

KNOWLEDGE AND EXPERIENCE

The Program Consultant requires:

- Post secondary education in an arts discipline or in arts management supplemented by a minimum of five year's experience that includes:
 - a track record of success working with:
 - artists, collaborative arts programming, and/or in a program or management position within an arts organization;
 - the development and delivery of arts funding programs, arts research, policy development or strategic planning; and
 - comprehensive and in-depth understanding and knowledge of the artists, arts organizations, and art practices in Saskatchewan; and
 - a proven ability to produce positive results, to ensure achievement of performance targets, and to resolve problems and issues appropriately within established timelines.
- Knowledge of the legislation governing the Saskatchewan Arts Board (SK Arts legal entity), the agency's strategic objectives and its current programs.
- In-depth understanding of the role of a Board of Directors, Board governance and Board/management relationships.
- Extensive knowledge of the arts, artists and arts organizations in Saskatchewan and awareness of the province's arts eco-system, and changes that can affect SK Arts, artists, and arts organizations in the province.
- Knowledge of, and experience with planning, developing, implementing, delivering, and evaluating arts funding projects and programs in the public and/or private sector and a firm understanding of their impact.
- Comprehensive understanding of, and experience with the development, delivery, and evaluation of arts programs for a variety of non-professional arts audiences which can have diverse goals.
- Proven ability to:
 - conceptualize, develop, negotiate, implement, monitor, evaluate and adjust programs and/or services considering changing priorities and resources;
 - identify and assess relevant data, trends, and opportunities;
 - consider a variety of options; and
 - determine and recommend or implement an appropriate action or strategy.
- Forward-looking thinker skilled in discerning and analyzing issues, with a strong decision-making capability and proactive approach to problem solving.
- Demonstrated ability to manage programs and projects, including the development and monitoring of budgets, timelines, and communications plans.

KNOWLEDGE AND EXPERIENCE *(continued)*

- Highly resourceful team player with the ability to handle confidential information with discretion, and to work independently and collaboratively to plan and carry out assignments in an effective, organized, and timely manner with excellent attention to detail, especially when planning and managing multiple jobs at once and during periods of heavy workload.
- Strong interpersonal skills with the ability to listen, accurately comprehend and appropriately respond clearly and sensitively to diverse internal and external stakeholders.
- Adept at communication, both verbally and in writing, with a variety of audiences in a way that convinces, conveys information, builds support, educates, promotes understanding and overcomes challenges.
- Knowledge of computer software applications, databases, and social media platforms.

Assets

The selected candidate will work collaboratively with the full Programs Team, and their specific skills in the arts (artistic discipline, interests, and/or experiences) may be chosen to complement those of current team members.

- At this time, SK Arts' program team would be best complemented by an individual with experience in some or all the following areas:
 - an individual practice in literary arts particularly in writing or publishing;
 - strong experience in the leadership and/or management of professional arts organizations derived from having served in role(s) similar to that of Executive Director or General Manager; and/or
 - experience with the artistic practices of Indigenous peoples in Saskatchewan.
- In addition, the following can be considered as assets in an application for this position:
 - knowledge of Saskatchewan Indigenous, newcomer, and BIPOC populations, and/or peoples from other traditionally marginalized communities is a strong asset;
 - fluency in French (both oral and written) or the language of a Saskatchewan Indigenous group;
 - possession of a valid driver's license.