

JOB POSTING: Indigenous Outreach Liaison, artsnb

- Job Title:** Indigenous Outreach Liaison, New Brunswick Arts Board (artsnb)
- Terms:** Contract until the end of May 2025 (with possibility of renewal)
- Hours:** Flexible 4 days (29 hours) per week
- Salary:** Between \$1,244 and \$1,642 per period of two weeks, depending on experience, plus competitive benefits
- Language:** Excellent oral, written, and comprehension in English; spoken Indigenous language is an asset
- Location:** remote
- Competition opens:** Immediately
- Competition closes:** Friday, 20 September 2024
- To Apply:** Please provide a resumé (PDF file) plus a short cover letter that explains your interest in this position and that details your affiliation or relationship with First Nation communities (PDF file). Send these two documents to Cheryl Lavigne, Administrative Assistant, at cheryl@artsnb.ca with "Job Offer Outreach Liaison" as the subject of the email.

Education and Experience:

- A minimum of three years' experience in arts, arts administration, or a related field;
- A college or university diploma in an arts and culture related field, or equivalent experience, which might include traditional knowledge, community work, and/or mentorships.

Roles and Responsibilities:

Reporting directly to the Executive Director, the Indigenous Outreach Liaison will:

- Support Indigenous artists develop a sustainable professional artistic practice.
- Help promote artsnb grant and scholarship programs and encourage participation from NB Indigenous artists through communications and direct contact in First Nations communities.
- Provide remote and in-person one-on-one support to Indigenous artists who apply for grants or scholarships from artsnb. This may require travel.
- Participate actively in meetings and activities of artsnb's Circle of Elders.
- Provide accurate information to artists and arts organizations applying for grant funding.

Required Qualifications:

- Knowledge of the Indigenous arts community in New Brunswick;
- An ability and comfort working independently and in a highly integrated team;
- Outstanding time management skills;
- Excellent interpersonal and customer service skills;
- A facility with Microsoft Suite;
- A facility with online technology and virtual communication tools (Zoom);
- Strong writing and communication skills;
- Valid driver's license;
- Experience with a non-profit arts organization is an asset.