



# Arts Program Associate

**Victoria, B.C.**

Join a growing team, dedicated to revitalizing B.C.'s Indigenous languages, arts, cultures and heritage. We are small but mighty and we are making a difference. The First Peoples' Cultural Council (FPCC) is a First Nations-run Crown corporation looking to fill an ARTS PROGRAM ASSOCIATE position to support the success and impact of our programs.

The Arts Program Associate works with the Arts Program Coordinator to ensure effective programming and community support of FPCC revitalization of the Indigenous arts of B.C. As an integral member of the Arts team, you will work with a dedicated and collaborative team to make meaningful contributions to revitalizing Indigenous art in B.C. If you enjoy a dynamic, fast-paced organization with supportive colleagues, we look forward to hearing from you.

## **Who We Are:**

FPCC is a First Nations-led provincial Crown corporation mandated to support Indigenous language, arts, culture and heritage revitalization in British Columbia.

## **What We Offer:**

- We value your work-life balance and family/community time
- Dental, extended health and vision care for you and your family.
- B.C. Public Service Pension
- Additional statutory holidays, including National Indigenous Peoples' Day and National Day of Truth and Reconciliation
- Training and professional development opportunities to grow your career and skills
- Travel opportunities to conferences and community events

## **What You Will Do:**

### **Program Support**

- Support the Arts Program Coordinator in the planning, coordination and delivery of the Arts Program, including necessary promotion analysis and reporting.
- Develop relationships with BC First Nation communities and provides support on arts project planning and development according to their needs, provides advice and consultation, and builds capacity by sharing knowledge and resources.
- Provide coaching support to communities through email, phone and webinars on the proposal process, program implementation and reporting requirements.



- Deliver Arts program training workshops, attends, facilitates and/or makes presentations at related workshops and conferences as required
- Coordinate training workshops and other events as required, including event planning, venue coordination, delegate travel, etc.
- Review applicant proposals, provide feedback to support applicant success.
- Design and develop tools for community use to enhance the success of projects. Conducts project monitoring site visits to funded projects as required

### **Program Reporting**

- Prepare reports as required by funding contract requirements, such as project reports and financial reports.
- Monitor projects to ensure that revenues and expenses are within budget; communicate with the Arts Program Coordinator, Arts Program Manager, and the Finance Department to resolve concerns.
- Support the management and maintenance of a database of current and relevant program and assessment information.
- Respond to inquiries from funders, grant recipients and the public regarding programs and projects
- Work to improve administrative tools and processes to enhance efficiency and effectiveness of the art programs.

### **What You Will Bring:**

A Bachelor's degree in public administration or business administration, First Nations studies, or in a related field, supplemented by at least three years' related experience, including experience in program and budget management serving BC First Nations communities, or an acceptable combination of equivalent education, training or experience in related fields.

### **Skills and Abilities That Would Help You Succeed:**

- Good understanding of, and experience with, community development in the First Nations context in British Columbia
- Ability to recognize and relate to other worldviews, particularly Indigenous ways of knowing



- Demonstrated effectiveness in program and budget management
- Excellent oral and written communication skills, especially professional communications
- Demonstrated tact and judgment in interpersonal relationships. Ability to respond and problem-solve effectively to sensitive issues, inquiries and complaints
- Ability to work with confidential and sometimes sensitive information
- Demonstrated ability to work well under pressure to meet deadlines
- Demonstrated attention to detail and strong file management and organizational skills
- Proficient with the MS Office Suite including Word, Excel, Power Point and Outlook
- Interest in, and commitment to, First Nations arts revitalization, and its positive impact on community outcomes.

**Working Conditions:**

This position is eligible for remote work from any location within B.C. Regular travel to meetings throughout B.C. may be required. COVID Vaccine is required.

For more information about the First Peoples' Cultural Council, visit: [www.fpcc.ca](http://www.fpcc.ca)

**Please send a resume, covering letter and two writing samples to:**

**Light Your Path Capacity Building**

**Email: [lightyourpath@telus.net](mailto:lightyourpath@telus.net)**

**The posting will remain open until filled**

Submissions from applicants with First Nations, Métis or Inuit ancestry are strongly encouraged to apply and will be given preference. Only short-listed candidates will be contacted for interview. All applications will be treated with strict confidentiality.

The First Peoples' Cultural Council is located in Brentwood Bay and is grateful to have our home in the beautiful traditional unceded territory of the W̱SÁNEĆ Nation people, in the village of W̱JOLEŁP.

FPCC values all employees and the communities we serve, and the health and safety of the work environment is a top priority. As a condition of employment, all employees are required to be fully vaccinated or be able to provide a medical exemption.