

## Q.A.A.C. Program Assistant

Reports to: Director, Artist & Program Development

Direct Reports: None

Hours: Tuesdays 3pm-6pm | Nov 16 – Dec 7, 2021 & January 5 – March 28, 2022

Pay Rate: \$20/hr

### Who We Are

The National accessArts Centre is a fun, fast-paced, dynamic work environment where all collaborate to provide artistic training, creation, exhibition, and presentations opportunities for artists with disabilities. As a creativity hub for artists living with disabilities, so often limited in their opportunities and choices, we blur the lines between professional artists, disabled artists, entrepreneurs, innovators, and storytellers by sharing their work internationally and re-shaping how the world views and appreciates their talents and place in our communities.

### What You Will Do

The primary role(s) for all NaAC performing arts staff is to support our participating artists, carefully assisting them in reaching their goals as performing artists in all elements of the artistic process – from conceptualizing to exhibiting their talent – within the boundary of ensuring that creative decisions made by the artists are theirs and theirs alone.

Our artists live with disabilities of varying forms but participate at and with the NaAC because they want to be artists. The objective is to support the NaAC's values and provide our artists with encouragement, inspiration and motivation. At the same time, this role, when employed, serves to monitor and report on any behavioural/health concerns that can negatively impact the welfare of the artists themselves, as well as other artists participating. Even as a casual employee, you will be given ongoing training opportunities.

All NaAC staff are responsible for maintaining positive communications with artists and their families/support networks and ensuring that they promote inclusivity of all participants, regardless of age, race, religion, gender, gender identity, sex, sexual orientation, ancestry, nationality, disability, or colour.

### SPECIFIC ACCOUNTABILITIES

This role will help make artists and participants of the QAAC (Queer Accessible Arts Cabaret) program feel supported in their artistic vision. The QAAC Program Assistant (QPA) will be on hand to help facilitate conversation, record decisions, and make sure all participants feel heard. The QPA will assist the program designer to facilitate ensemble meetings and the vision of each artist. Other duties include:

- Help facilitate group discussions and assist artists in managing their projects and in artistic problem solving
- Provide administrative support such as tracking attendance and helping to navigate or host zoom meetings
- Helping to set up and clean up the studio space
- Greet Access Calgary and other drivers at the door to assist with artist pick up and drop off

#### Qualifications

- 2+ years with an arts practice, training in the arts is considered as asset
- Lived experience as an LGBTQ2SA+ artist or as an artist with a disability
- Desire to connect to and support other artists a must

To Apply: Please send a CV and cover letter to Katie Wackett, Coordinator, Artistic Projects at to [katie.wackett@accessarts.ca](mailto:katie.wackett@accessarts.ca)

The National accessArts Centre is an equal opportunity employer committed to providing a work environment free of discrimination and harassment. Our employment decisions will be based on our organization's need for this position and the successful applicant's qualifications.