

## Job Posting: Cultural Spaces R&D Coordinator

**Full-Time, 1.0 FTE (30 hours per week), 1-year contract.**

**Compensation:** \$49,920–\$59,280 salary (\$32 - \$38/hour or \$2,080 - \$2,470 /semi-monthly) plus: annual gym membership/wellness supplement, health and dental insurance, 6% paid vacation

**Eligibility:** Canadian citizen or permanent resident or refugee status with legal entitlement to work

**Primary job location:** x<sup>w</sup>məθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and Səl̓ílwətaʔ (Tsleil-Waututh) Nations (Vancouver, British Columbia)

**Reporting to:** Carmut Me, Head of Cultural Spaces R&D

### About 221A

221A is a nonprofit organization that works with artists and designers to research and develop cultural, social and ecological infrastructure. We keep artists in the city, through studio placement fellowships, residencies, affordable housing and work spaces, education programs, and research and advocacy. 221A envisions a pluralistic society in which all people have the means to access and make culture.

### Summary of Role

The Cultural Spaces R&D Coordinator (CSR&DC) supports and achieves short- and long-term objectives developed by the Head of Cultural Spaces R&D (HCSR&D). The CSR&DC has a well-rounded skill set in social purpose real estate, equity and anti-racism, and the arts and culture sector, combined with the ability to be an organized project coordinator and researcher. They can facilitate community engagement and assist with policy and report writing, as well as liaise with consultants and contractors.

### Candidate Qualifications

- Experience: 2+ years of related work experience in urban, civic, land-use planning, housing, real estate, or architecture, ideally within the non-profit or government/public administration sectors.
- Project coordination/management competencies, including scope management, time management, project cost management, working with white boards and post-it notes, and collaborative project management software.
- Communications skills including facilitating and supporting group conversations, with internal and external participants, note taking skills and ability to track and summarize conversations into coherent minutes
- Detail-oriented, document management, and organizational skills
- Strong research, analytical and report-writing skills
- Considerable knowledge of engagement principles, practices and techniques, and comfortable with group facilitation and public speaking
- Intuition regarding rightsholders thoughts and feelings, in particular regarding low-income people, Indigenous people and Communities of Colour, artists, and cultural workers.
- Capacity to identify rightsholder issues and opportunities and provide early advice
- Challenge bureaucratic thinking in the organization
- Flexibility and creativity
- Diplomacy and a sense of balance in complex interpersonal scenarios
- Discretion with confidential information
- English written and verbal skills that are adaptable towards different rightsholder needs
- Multilevel understanding of the cultural sector is considered an asset

- Ability to handle multiple tasks, projects, and priorities effectively
- Second language fluency is considered an asset.

## **Working Conditions**

- The Cultural Spaces R&D Coordinator is expected to be available for meetings and co-working during regular working hours onsite at 825 Pacific St, and at other sites in Vancouver as needed
- They will be exposed to noise and regular flow of people in the office environment
- They must have the capacity for extended periods of concentration with computer and mobile phone technology
- In the normal course of work, there may be occasional exposure to particles and particulates at job sites. 221A adheres to WorkSafeBC standards and will provide PPE where appropriate. However, due to the above considerations, we cannot promise a scent or noise-reduced space.
- Computer and mobile phone technologies will either be provided, or payment will be made in-lieu by 221A

## **Duties and Responsibilities**

### **1. Project Coordination**

- Provide project coordination, administrative support for various 221A cultural spaces related projects, including with external contractors and consultants
  - Cultural Space Sectoral Initiatives
  - Cultural Spaces Research and Development, including Artist Housing
  - Facility Development & Capital Improvement Planning Projects
  - Policy Research and Development
  - Support for Conferences

### **2. Research & Community Engagement**

- Conduct research, data collection, and analysis to advance 221A cultural spaces policies and initiatives
- Support development and implementation of community engagement strategies for various 221A cultural spaces initiatives
- Facilitate community and rightsholder meetings, focus groups and interviews; communicating with artists, cultural workers, tenants, and government representatives

### **3. Administration**

- Reporting – aiding in funding application writing and reporting
- Data – collect data from research, community engagement, monitoring key metrics as defined internally and externally
- Filing & records management – Maintain office/electronic files and systems associated with Cultural Spaces R&D.
- Finances - Track expenses and invoices for projects as needed. Coordinate grants, contracts, services, partnerships, and other income as needed.
- Logistics - Provide meeting and event planning and support, including taking appropriate minutes, coordinating teleworking meetings, coordinating hospitality, and itineraries; and preparing, sending and printing documents.

**Ancillary Duties** as determined through mutual agreement with the Employer.

## Employment Equity

221A is an equal opportunity employer and welcomes applicants on all points on spectrums of race, place of origin, ethnicity, religion, gender, sexual orientation, age, marital status, and ability.

## How to Apply

Priority for this position will be given to:

- Black, Indigenous, and other racialized applicants
- People living with disabilities
- 2-Spirit, trans, queer, and non-binary people

Please send your cover letter and CV/resume by email to [hr@221a.ca](mailto:hr@221a.ca).

- Please use “[**Full Name**], **Cultural Spaces R&D Coordinator**” in the Subject Line.
- Ensure your cover letter includes your name, email, and contact information

This call will remain open until the position is filled. 221A thanks all applicants in advance for understanding that due to capacity limitations, only applicants under consideration will be contacted. Posting will be removed when the position is filled.

## Useful Links

- [221A.ca](http://221A.ca)
- [221A Staff Policy](#) (if you belong to an organization and would like to comment on or adapt any of these policies please get in touch with us)