

# Arts & Culture Support Service

## Call for new Arts Advisory Council Members

The Capital Regional District (CRD) is seeking individuals to serve on the CRD Arts and Culture Support Service's **Arts Advisory Council (AAC)**. The AAC is a **volunteer group** that adjudicates arts funding programs and provides advice to the CRD Arts Commission (AC) on issues relating to arts in the region as part of the CRD Arts & Culture Support Service. We encourage applicants of all abilities, gender identities and expressions, sexual orientations, racialized identities and/or other lived experiences that reflect the diversity of the capital region.

**Closing Date: Friday, September 29, 2023, at 4:30pm**

## About CRD Arts & Culture Support Service

The CRD Arts & Culture Support Service administers five funding programs that support not-for-profit arts organizations and is composed of CRD staff and two committees: the **Arts Commission (AC)** and the **Arts Advisory Council (AAC)**.

Funding programs include Operating, Equity, IDEA and Incubator Grants (one intake per year) and Project Grants, (two intakes per year). The CRD is unable to fund individuals or businesses and only funds not-for-profit organizations in participating municipalities: Victoria, Saanich, Oak Bay, Esquimalt, Metchosin, Highlands, View Royal, Sooke and Southern Gulf Islands. [Read more about the funding programs.](#)

The **Arts Commission (AC)** is comprised of elected representatives from each of the participating municipalities and is responsible for support and development of arts in the region through. The Arts Advisory Council makes recommendations to the Arts Commission for final approval.

## The Role of the Art Advisory Council (AAC)

The AAC is a **volunteer council** appointed by the Arts Commission and consisting of up to twelve members. Established by [CRD Bylaw 2973](#), the AAC mandate includes:

- providing advice to the AC on policies to foster and promote the arts through support of the arts in the community, public awareness of and involvement in the arts, the creation, exhibition and performance of the artistic works, and the development of artistic and other requisite skills;
- adjudicating grant applications and provides recommendations to the AC for final approval.

## Time Commitment

Meetings are typically held on Zoom, although some meetings may occur in-person at 625 Fisgard St in Victoria. Agendas and staff reports are sent three business days in advance. AAC members are expected to have reviewed all agenda materials before the meeting.

The biggest part of the time commitment is reviewing and scoring grant applications. Each fall (October and November), all AAC member participate in reviewing Operating Grants applications. This requires many hours of review (approximately 15-25 hours of self-directed study and 3-5 hours adjudication meeting). Each spring, AAC members are also required to participate in one or two project-based grants reviews (approximately 5-10 hours of self-directed study and 2 hours adjudication meeting).

The typical annual schedule includes:

- regular meetings, typically held on the first Tuesday evening of each month with the exception of July, August and December;
- a Saturday adjudication meeting for review of Operating grants (3-5 hours);
- additional adjudication meetings for Project, Equity, IDEA and Incubator grants in the spring, typically held for 2 hours in the evening;
- and occasional special meetings at the call of the Chair.

## Qualifications

AAC membership reflects a wide range of experiences and interests in the arts as well as other professions and life experiences. Member expertise may include training and experience in an arts discipline or other occupation including law, business, accounting, or administration, as well as policy development, public sector funding, grant adjudication, finance, governance, development, or other related fields. Some understanding or familiarity with the non-profit arts sector, or non-profit organizations in general, is preferred. Candidates with experience with youth arts (preferably from a youth perspective), equity-seeking communities, or arts in rural areas are high encouraged to apply.

## Eligibility

- Members must live in the capital region.
- If you are a member of the board of directors, employee, regular contractor, or have a fiduciary duty to an organization applying for CRD Arts & Culture Support Service funding, you are not eligible to be appointed to the AAC.

## Selection and appointment

Applications are reviewed according to provisions within CRD Bylaw 2973 and prospective appointees are selected based on the current needs of the Council. Final approval and appointments are made by the AC. Initial appointments are for one year starting on January 1, 2024 with the possibility of reappointment up to a maximum of eight years.

## How to Apply

Email a brief letter on why you are interested in this position along with your resume outlining your experience to [artsdevelopment@crd.bc.ca](mailto:artsdevelopment@crd.bc.ca) by **Friday, September 29, 2023 at 4:30pm**. If you have a disability that you anticipate needing accommodations to apply or participate, please contact us. For further information or questions, get in touch at 250.360.3205.