



## Overview of Assessor Roles and Responsibilities

Calgary Arts Development is committed to ensuring that Calgary's arts sector has the ability to flourish. An integral part of this commitment is providing investment programs that build strong foundations for our city's arts organizations and artists.

Calgary Arts Development's community investment program involve both artistic peers and community members in assessing grant applications and making recommendations for investment in arts in Calgary. Artists, cultural workers and community members serving as assessors will provide a valuable contribution to Calgary's vibrant arts sector. Assessors will increase their understanding of the city's arts sector through an integrated approach to learning that explores arts investment through artistic and public impact. Through their work, assessors will contribute to an increased understanding of the value of arts in our lives and our city.

### Description of Assessor Role

Assessors will be required to employ careful consideration of the artistic and public value of applicant organizations and their projects / presentations / performances (as applicable).

A specific assessment panel will be assembled for each assessment area within Calgary Arts Development's community investment programs. Calgary Arts Development will strive to maximize the number of qualified people who serve on assessment committees and ensure that the committees represent a wide diversity of specializations, artistic practices, cultural backgrounds and perspectives. Each member of the panel will be required to carefully read and make comments on all the applications under consideration. There will also be an opportunity for assessors to view verbal presentations by applicants and engage in direct dialogue about questions regarding the applications. Following a reading of all applications and verbal applicant presentations, the assessment panel will meet to discuss applications - assessing and prioritizing applications based on the published objectives and assessment criteria of the program - and provide final investment recommendations to Calgary Arts Development.

### Required Skills

**Community Members** - Calgarians with an appreciation for the arts (any discipline) that actively attend arts performances and presentations.

Community members should possess skills that are transferable to the non-profit arts sector including but not limited to:

- Non-Profit Board Governance
- Organizational Management
- Business Planning and Project Management
- Marketing and Communications
- Event Production
- Investment and Resource Development
- Community and Government Relations
- Design/Creation within the broader creative industries

Additional skills:

- An understanding and familiarity with the arts: dance, music, theatre, literary, film, new media, visual arts, and/or festivals and events.
- Relevant skills, experience and knowledge that will accommodate the breadth of projects to be assessed.
- A generous spirit, exceptional listening skills and a willingness and ability to embrace change, complexity and different viewpoints.
- An understanding and awareness of Calgary and region, and an insight into our social and cultural climate.
- The respect of peers in the community.
- The ability to function well within a committee structure.

**Peers** - artists and arts professionals who possess professional experience and knowledge directly relevant to the arts sector.

Calgary Arts Development follows the definition of peers set out by the Canada Council for the Arts: "people who, by virtue of their experience, knowledge and open-mindedness who are capable of making a fair and informed assessment of the comparative merits [of submissions]. ... Peer assessment ensures that artistic quality is (able to be considered) in decisions made and thus protects diversity of opinion and artistic freedom."

Additional skills:

- A background in the arts; dance, music, theatre, literary, film, new media visual arts, and/or festivals and events which demonstrates a profound commitment to an artistic discipline and/or reflects a high level of artistic and aesthetic experience and accomplishment.
- Relevant skills, experience and knowledge that will accommodate the breadth of applicants to be juried.
- A generous spirit, exceptional listening skills, and a willingness and ability to

- embrace change, complexity and different viewpoints.
- An understanding and awareness of Calgary and region, and an insight into our social and cultural climate.
- The respect of peers in the community.
- The ability to function well within a committee structure.

## Commitment

Time commitment for assessors of the 2010 Operating Grant Program is as follows (subject to change):

**October 2011 to February 2012:** Training program – two to three mutual learning sessions.

Objectives:

- Create the conditions for making wise investments through our programs.
- Increase and improve quality of critical dialogue among volunteers, volunteer alumni, clients and the broader public regarding the artistic and public impact of the arts.
- Maintain a fluid and transparent exchange between grants assessment (vis a vis assessors) and the community in which we are investing. (The implication is that whenever possible Calgary Arts Development is not an intermediary but a connector or container for these interactions and therefore able to catalyze this kind of ongoing learning in the community.)

**March 2012 to April 2012:** Review of operating grant applications – allow for approximately 20 minutes to review each application.

Assessors will be expected to carefully read all the applications, noting their questions and comments, within their assigned area (approx. 10-40 applications within each area).

**April 2012 to May 2012:** Assessment Meetings – approximately 15 hours over 2 days.

Assessors will meet to discuss applications based on the criteria of the program and arrive at recommendations for investment.

Assessors will be asked to participate for a term no shorter than one year and no longer than three years.

## Honorarium

As an assessor to the Operating Grant Program Calgary Arts Development will provide a reading fee of \$6.00 per application and a meeting fee of \$75.00 per

meeting as an honourarium to participating assessors for their time committed.

## Assessor Selection Process

Calgary Arts Development will select a range of peer and community assessors that best match the required skills from applicants through a publicly distributed nomination process. Calgary Arts Development will strive to maximize the number of qualified people who serve on assessment committees and ensure that the committees represent a wide diversity of specializations, artistic practices, cultural backgrounds and perspectives. Other key considerations are breadth of vision, open-mindedness and generosity of spirit, the ability to work collaboratively and the willingness to express opinions while respecting and listening to the opinions of others.

## Conflict of Interest Policy

We adhere to Calgary Arts Development's Board of Director's *Conflict of Interest Policy*, which is as follows:

*The Board and volunteer committee members are conscious of the possible conflicts of interest which may arise in the normal course of business or as a result of Directors or volunteer committee members being connected to organizations which may receive direct or indirect benefits from the activities of Calgary Arts Development. An 'Obligation to Declare' procedure is in place whereby upon appointment to the Board or a volunteer committee of Calgary Arts Development, the appointee makes written disclosure of all known potential conflicts relating to the appointee's current positions or activities and does not participate in the decision making process where there is a potential or actual conflict of interest.*

## Calgary Arts Development Backgrounder

Visit [CalgaryArtsDevelopment.com](http://CalgaryArtsDevelopment.com) for more information on our activities and initiatives.

Calgary Arts Development plays a leadership role in realizing the potential of arts and culture in Calgary. As the city's designated arts development authority, we are a central hub that learns about, promotes, connects, advocates for and leads strategic initiatives in the arts to animate Calgary as a vibrant cultural centre. Calgary Arts Development allocates municipal funding for the arts provided by the City of Calgary through granting programs that support operations and innovation for more than 160 arts organizations in Calgary.

Prior to March 2005, Calgary did not have a designated authority for the development for the arts. Calgary Arts Development was formed in March 2005, as directed by the 2004 Civic Arts Policy.

*Calgary Arts Development champions the arts as a key driver of Calgary's quality of life.*