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## Canada Performing Arts Workers Resilience Fund (CPAWRF) Project Job Description

### **Job Title: Application Reviewer - Multiple positions**

**Hours:** Varying hours (20 - 40 hours/week), flexible scheduling for base work, with 1-3 application review meetings/week during business hours (Monday-Friday 9-5 ET)

**Contract Dates:** All positions start ASAP; varying contract lengths from 2-10 months

**Salary range:** \$27-\$33 /hour

### **Number of positions available: 9**

- Application Reviewer Lead, full-time (10-month contract) - 1
- Application Reviewer, Bilingual (English/French), part-time (10-month contract) - 2
- Application Reviewer, part-time (contracts of varying lengths) - 6

*The AFC is committed to including at least one Indigenous member on the team and ensuring Indigenous representation when reviewing applications. There is an opportunity for voluntary self-identification on our Job Application Portal - please supply details you feel comfortable sharing.*

Application Reviewers assess, review, and evaluate applications for direct financial assistance from applicants to the program and make recommendations for approvals. As part of a team with a diverse range of perspectives and experiences, Application Reviewers will bring their knowledge of and experience in the performing arts to determine whether applicants meet the professional and financial criteria for the programs. As this is a new project, the duties and responsibilities may change and vary as the project evolves.

Training, supervision, and support will be provided. Application Reviewers are expected to work within The AFC's policies and procedures for handling confidential information, and comply with Equity, Diversity, and Inclusion policies, and other standards applicable to the role.

Application Reviewers are expected to attend 1-3 application review meetings per week during business hours (Monday-Friday 9-5 ET) and may work the remainder of their hours on a very flexible schedule.

### **Responsibilities include:**

- Review applications for the program and determine whether applicants qualify for assistance under program policies
- Incorporate regular updates to policies and procedures as the program takes shape
- Attend regular meetings to discuss and make decisions on complex applications and appeals

- Ensure that all application decisions are made fairly, equitably, and compassionately
- Alert Lead Client Service Representative to any incomplete applications
- Handle personal information respectfully and protect client confidentiality
- Work collaboratively to ensure that clients are served quickly, and teammates are supported
- Maintain clear and up-to-date notes
- Research, reporting, and additional administrative tasks as necessary

**Lead Application Reviewer:**

- Assign applications to the application review team, selecting reviewers with appropriate specialized knowledge when necessary
- Schedule Application Reviewers, including coordinating regular meetings and meeting minutes
- Track outstanding applications to ensure quick client service
- Coordinate administrative tasks with Project Manager and other project staff
- Report on barriers to service and participate in efforts to reduce these barriers

**Qualifications:**

- Extensive working knowledge of and/or experience in the Canadian live performance sector in any capacity (artists, arts workers, technicians, production teams)
- Demonstrated ability to understand, interpret, and apply program policies
- Experience with selection or grant committees is an asset
- Knowledge of personal finance (ability to read and understand basic financial documents and assess need against program criteria)
- Understanding of factors such as inherent bias that can affect fair and equitable decision-making, or willingness to learn and adapt
- Proficient with remote work solutions (Microsoft Teams and Office 365)
- Excellent reading comprehension and attention to detail; comfortable quickly processing basic math
- Excellent communication skills (verbal and written)
- Able to adapt to changing direction in a fast-paced environment
- Comfortable quickly making and documenting informed judgment calls
- Able to build consensus within a small team
- Ability to read and write in other languages is strongly preferred. There will be designated positions for bilingual (English/French) candidates.

**Requirements:** Reliable internet access is required, and some physical privacy is needed to discuss sensitive information and store confidential material. A separate fee will be paid to compensate for the use of personal computers (must be equipped with a microphone or a headset), and internet.

**To apply:** [Please see the “How to Apply” section at the bottom of the main posting.](#)