



# CHART OF COMPETENCIES

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The Art of Managing  
*your* Career



CHRC  
Cultural  
Human Resources  
Council

CRHSC  
Conseil  
des ressources humaines  
du secteur culturel

# To efficiently manage your career as a self-employed artist and/or cultural worker, you should be able to:

## Envision and develop your career strategy

- Set personal and professional values and priorities
- Analyze your strengths and weaknesses
- Consult with peers, mentors, elders, career professionals, etc.
- Assess current and projected external environments
- Establish short and long-term goals
- Identify ways and means to achieve goals
- Evaluate and modify career strategy

## Create a business plan and market your art/creation/work/products

- Create a business and marketing plan
- Establish a communication strategy
- Export/tour your art/creation/work/product(s)
- Import art/creation/work/product(s)
- Establish and maintain relationships with representatives in matters related to marketing, (e.g. agents, impresarios, dealers, etc.)

## Manage a project

- Identify goals and objectives
- Determine project's feasibility, goals and strategy
- Create an action plan
- Conduct the project
- Control and evaluate the project

## Manage resources

- Link up to relevant professional associations
- Identify and access government programs
- Access business support professionals
- Network with artists and other persons
- Access physical resources through renting, buying, borrowing, exchanging, etc.
- Establish and maintain mailing lists and databases
- Manage information

## Manage financial affairs

- Develop a long-term financial strategy
- Develop and manage a budget
- Access financial resources
- Identify and access donations-in-kind and services
- Administer remuneration

## Manage legal matters

- Manage relationships with legal advocates
- Establish and enforce contracts and agreements
- Provide for loss and damage
- Protect copyright (e.g. intellectual property, trademarks, performance rights, neighbouring rights, moral rights, etc.)
- Defend against legal action
- Fulfill statutory obligations (e.g. benefits, sales taxes, income tax, etc.)

# The art of *Managing your* career

## Communicate effectively

- Demonstrate listening skills
- Communicate orally
- Write effectively
- Negotiate agreements
- Resolve conflicts
- Match communications skills to technology

## Demonstrate personal competencies

- Keep the "sacred fire"
- Make appropriate decisions
- Demonstrate time management skills
- Manage one's development
- Demonstrate teamwork skills
- Innovate and act creatively
- Maintain self-care and well-being

## Chart of Competencies

This chart is part of the Cultural Human Resources Council's The Art of Managing Your Career, a "guidebook" developed by artists and cultural workers.

The guide is intended for the benefit of all self-employed artists and cultural workers, but particularly those who can be referred to as "emerging" (between the ages of 18 and 40 and having less than five years' experience in the cultural sector).

An on-line version of the guide is available at:  
<http://www.culturalhrc.ca>

The printed version (with CD-ROM) is available from the Cultural Human Resources Council:  
[info@culturalhrc.ca](mailto:info@culturalhrc.ca)

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