

DEPARTMENT:	Arts Development and Investments (ADI)
SALARY:	Hiring Range \$60,000 to \$65,000
POSITION STATUS:	Full-time, Salaried
REPORTS TO:	Manager, ADI
CLOSING DATE:	November 3, 2025
START DATE:	As soon as possible

POSITION SUMMARY

The Edmonton Arts Council recognizes our relationship with the Indigenous people of Treaty 6 territories. In doing so, we renew our commitment to continuing our collective journey toward the ideals of peace, friendship, and understanding at the core of that agreement.

The Edmonton Arts Council (EAC) is a not-for-profit organization with a mandate to support and promote the arts community in Edmonton. The EAC works to increase the profile and involvement of arts and culture in all aspects of community life. Our programs and services are designed to realize *Connections & Exchanges: A 10-Year Plan to Transform Arts and Heritage In Edmonton*.

Our Arts Development and Investments team provides advisory services that support the delivery of funding programs to individual artists, collectives and organizations. Their work provides responsive support to build capacity in the Edmonton arts ecosystem. Under the guidance of the Manager, ADI, and through the active engagement as a contributing member of the ADI team, the Program Advisor is responsible for supporting the work of the team which includes:

- **Program Delivery**
 - Working collaboratively in the delivery of investment programs for individual artists, collectives and organizations that seek funding through the EAC.
 - Providing efficient program management, applicant support, facilitation of peer assessment processes, and internal reporting for the effective delivery of EAC investments.
 - Presenting information about the funding programs the EAC offers both one-on-one as well as in a group setting.
- **Stakeholder Relationships**
 - Acting as a key point of contact with the EAC for artists and arts organizations as they pursue their artistic and community engagement goals.
 - Maintaining relationships with the artistic community through application assistance and sharing information about investment opportunities, in addition to making connections to other EAC programs and services.
 - Maintaining lines of consistent and professional communication.

- **Team Success**

- Actively supporting the team's cohesive delivery of programs while demonstrating the values and expectations of the team.
- Engaging with other teams who support the delivery of investment programs.
- Collaborating across the EAC to support and implement new initiatives, as directed.

- **Administration**

- Effectively managing information through the online portal SmartSimple.
- Supporting the documentation of and actively following established program cycles.

The EAC Conflict of Interest policy ensures we adhere to the highest ethical standards in the delivery of our programs, services and projects. Employees are required to disclose direct and indirect conflicts of interest and uphold EAC's reputation as a fair, impartial and transparent body. EAC Employees are not eligible to apply for EAC funding opportunities.

REQUIREMENTS

To succeed, you bring a diverse background of skills, experiences and perspectives gained through a combination of education and related work experience. You possess a demonstrated knowledge of the arts in Edmonton and have an interest in learning about the variety of stakeholders of the EAC.

Your career path may include working with public or non-profit organizations, exposure to multiple arts disciplines with proven ability to engage with and facilitate processes within diverse groups. You are able to demonstrate experience in project management, leading and facilitating conversations one-on-one, with small and medium sized groups and a service-centered approach to nurturing relationships with a variety of stakeholders.

This is an in-person role working from our Prince of Wales Armouries office.

Interested candidates may apply by emailing a resume and cover letter as a single attachment to:

careers@edmontonarts.ca by November 3, 2025.

Recruitment of a successful candidate may occur prior to the closing date.

The Edmonton Arts Council welcomes applications from all qualified individuals. We encourage applications from Indigenous and equity-deserving communities.