Program Associate, Community Animation

SALARY:	Range starting at $18.00/HR
POSITION STATUS:	Hourly, with immediate availability for scheduling
REPORTS TO:	Manager, Community Animation
CLOSING DATE:	November 30, 2026

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.*

The Community Animation team works together to deliver impactful programming city-wide, connecting Edmontonians with rich arts and cultural experiences through programming offered across the city's diverse neighbourhoods and communities.

Reporting to the Manager, Community Animation and under the guidance of the Program Coordinator, Program Associates provide a frontline connection for the EAC, facilitating community participation and engagement in arts programming throughout the city.

Our Program Associates are accountable for supporting all aspects of programming which include:

- Event and activity set-up and take-down of programming equipment and tech at locations throughout the city, both indoor and outdoor spaces.
- Servicing, cleaning, and completing basic maintenance and repair of equipment.
- As a contributing member of the team, proactively supporting other team members in the delivery of programming and services.
- Supporting a safe and healthy environment, by addressing dangerous activities and behaviors appropriately, and escalating issues of concern when appropriate.
- Engaging with community members and facilitating their participation in programming and activities.
- Supporting and empowering artists to successfully engage with the community and address their programming needs.

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.

REQUIREMENTS

To succeed, you bring a diverse background of skills, experiences and perspectives gained through a combination of experiences. Your professional experience is focused on driving exceptional customer

experience, supporting technical needs of programming production, and a keen eye to maintaining a safe public experience for everyone involved.

Your success is grounded by:

- A background in providing exceptional customer experience, with at least six (6) months of recent work, preferably involving the delivery of programming to diverse communities, connecting to community members, and supporting interactive experiences.
- Ability to safely lift and transport equipment weighing up to 25 kg, either independently or with assistance, as part of the equipment setup and takedown process for events.
- Technical proficiency with various programming equipment including setup and ability to troubleshoot.
- A collaborative approach to team-oriented work.
- Flexibility in your schedule to accept shifts that will include days, evenings and weekends to align with programming needs.
- A proactive attitude towards workplace and programming safety, with first aid certification preferred.
- A valid Alberta driver's license with a clean driving record is preferred.

This is an in-person role working in a variety of conditions that include varied weather, environment, and social situations across the City of Edmonton. Programming and availability will need to include days, evenings, and weekends on a scheduled and as needed basis.

Interested candidates may apply by emailing a resume and cover letter as a single attachment to: careers@edmontonarts.ca

Only those candidates that are selected for an interview will be contacted.

The Edmonton Arts Council welcomes applications from all qualified individuals. We encourage applications from Indigenous and equity-deserving communities. If you require accommodation during any aspect of the recruitment process, please reach out at careers@edmontonarts.ca.