



POSITION:	Program Coordinator, Community Animation and Partnerships
SALARY:	Hiring Range \$49,000 - \$55,000
POSITION STATUS:	Full-time salaried
REPORTS TO:	Manager, Community Animation and Partnerships
CLOSING DATE:	August 18, 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*.

The Program Coordinator, Community Animation and Partnerships provides functional support in the daily operations of the team to deliver impactful arts programming, that connects communities and enriches the cultural life of Edmontonians city-wide through activities that include:

- **Program Delivery** – Support the development and planning of arts programming including the development and management of the annual program calendar, staffing schedule and budget. Create and maintain planning documents. Provide oversight to the management of program equipment. Act as a member of the team in delivering programming including the set-up and tear down of activities, technology and equipment.
- **Engaging a Positive Activation Experience** – Act as a functional lead to engage part-time Program Associates in successful delivery of programming in alignment with the goals of the Manager, Community Animation and Partnerships including through successful onboarding, training and providing feedback. Contribute to a safe and healthy environment for staff and participants.
- **Supporting Team Success** – Support the coordination of information sharing and program alignment with other organizational teams. Support the embedding of IDEA framework and Indigenous Principle to the expectations of program delivery. Support the delivery of organizational events.
- **Administration** – Support the delivery of programming and management of information through the online portal SmartSimple. Coordinate invoices and expenses. Management of calendars, inboxes, and other team communications.

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

Your success is demonstrated by:

- A complementary background in supporting the planning and delivery of interactive programming, developing and maintaining related documentation and managing information within Microsoft Office and databases.
- A working knowledge of the Edmonton arts scene with the ability to nurture relationships.
- A collaborative approach to team-oriented work, leading by example and supporting team member contribution and development.
- A proactive attitude towards workplace and programming safety, with experience supporting public safety during both formal and informal programming.
- Ability to safely lift and transport equipment weighing up to 25 KG.
- A valid Alberta driver's license with a clean driving record.

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

The Edmonton Arts Council welcomes applications from all qualified individuals, only those selected for an interview will be contacted. We encourage applications from Indigenous and equity-deserving communities.