

A black and white photograph of the Arts Commons building entrance, with a large group of people gathered in front. The building has a modern, geometric design with large glass windows and a prominent 'Arts Commons' sign. The scene is lively, suggesting a community event or performance.

# Programming Coordinator

Reporting to the Associate Director, Social Impact, the Programming Coordinator is a new and exciting role that supports with the administration and coordination of duties relating to social impact, visual and media arts, education, and presenting programming.

Perhaps you've studied performance and are looking to explore what it's like to help build a solid structure for creation, or maybe you have experience in stage management or production and are interested in applying your skillset to new and different creative areas. Regardless, you are passionate about the local, national, and international arts scene, and you want to contribute to making Calgary a better place through the arts. Most importantly, you believe in advocating for and amplifying the voices of equity-seeking communities through the arts.

You're experienced in advancing multiple projects at the same time and understand that assignments will continue to change as priorities shift. While you are a creative thinker and comfortable with non-linear creative processes, you also thrive in detail-focused environments that require a high degree of organization. You are confident and experienced in running live events – and likely in different roles. While you know the beauty, power, and impact of in-person gatherings – concerts, exhibit openings, receptions, workshops and more – you are very confident with digital tools like smart phones, laptops, and the social media apps that let you collaborate online.

You're comfortable working on individual tasks, but you shine when collaborating with others. You're a strong communicator – written, over the phone, and in-person. You're comfortable taking direction and asking for clarification when you need it, and while you can certainly troubleshoot a problem, you're not afraid to ask for help when you need it – especially when it comes to safety.

## Who we are:

Arts Commons is an ecosystem inclusive of artists, resident companies, and community groups. As one of the largest performing arts centres in Canada, Arts Commons strives to break down barriers to cultural participation by providing a modern, open, and inclusive gathering space in a central location.

### We are:

Stewards of an arts ecosystem

- Our mandate is to provide and care for our assets

An Arts Presenter

- Our mandate is to produce and present multiple series, presentations and education programs annually

A Facilitator

- Our mandate is to ensure optimal access and utilization of our assets, by ourselves, our Resident Companies, and the community at large

## At a glance

**Employment:** Permanent, Salaried

**Hours:** FT (40 hrs); occasional evenings and weekends, as required

**Start Date:** September 2022

**Salary:** \$43,000 - \$47,000 annually

**Location:** Calgary (in-person) and some off-site locations as required for meetings and events

Join us today and see for yourself some of the many reasons why we were voted one of Alberta's Top Employers!

**To apply, send your resume and cover letter to:**

[employment@artscommons.ca](mailto:employment@artscommons.ca)

**Closing Date: August 19, 2022**

## What we offer:

On top of the excitement of working inside one of Canada's top performing arts facilities with a team of professionals that share a passion for the arts, Arts Commons offers a competitive salary and a wide range of benefits:

- A collaborative, engaging and values driven work environment
- An annual salary in the range of \$43,000 - \$47,000
- A comprehensive health and dental benefits package, with RSP matching and access to an Employee & Family Assistance Program (EFAP)
- A positive working culture, keeping employee health and wellness a priority with generous paid time off policies and an annual lifestyle allowance
- A dynamic role that will have you engaging in many different aspects of live performance, visual arts, and arts education

## What we value:

We are looking for individuals who share our vision of building a creative and compassionate society, inspired through the arts. Our team is made up of people with a diverse range of interests — singers, actors, musicians, playwrights, coaches, teachers, gamers, bakers, photographers, athletes, dancers. People whose interests encompass the widest spectrum. We even have furry, four-legged friends in the office. We value people who strive to do the right thing, and work to be their best. People with open minds, hearts, and arms.

## What you will get to do here:

The Programming Coordinator is both on the ground supporting the Arts Commons programming department at many of the events we organize throughout the season, and in the office coordinating and supporting the administration of those events and the general departmental tasks. This role intersects with many – if not all the – departments at Arts Commons, and as such rarely will two-days look or feel the exact same. You're more than comfortable assisting on administrative tasks and are also ready to lead on some projects or assignments.

There are many opportunities to learn and grow professionally in this role through mentorship, cross-training, and the variety of experiences you'll gain. Although the role operates primarily from our home in downtown Calgary, there are ample times when this role works outside the building – particularly in the summer months as we deliver pop-up performances and art-activities in venues and spaces all over the city.

The key accountabilities for this role include:

1. Support the Arts Commons programming team in the active delivery of events and projects
2. Support the administration and coordination of the Arts Commons programming team
3. Effectively communicate and liaise with other Arts Commons departments and outside stakeholders

## Where you fit within our ecosystem:

The Programming Coordinator is a member of the Arts Commons programming team and reports to the Associate Director, Social Impact who leads on the Arts Commons Connects series and projects. In addition to working closely on all areas of Arts Commons Connects and Arts Commons Galleries, this role will also be highly integrated into Arts Commons Presents series and tasks. You will support the entire Arts Commons programming team and work with members of the production, front of house/event services, and brand & audience development departments, as well as local, national and international artists, our public audiences and invited guests.

## You will be a great fit if you...

### Must have:

- Ability to work irregular hours as required for shows and events (including nights, weekends, and holidays)
- Reliable and trustworthy
- Detail oriented and highly organized
- A 'self-starter' who can focus on the task in-front of them while also seeing the bigger picture
- Experience coordinating live events – preferably in different roles and environments
- Experience working with equity-seeking communities
- Knowledgeable and able to work confidently in Microsoft Office 365
- Exude high levels of professionalism when working with well-known artists, and understand that artist care is top priority
- A smart phone capable of using apps such as Microsoft Outlook, Microsoft Teams, SharePoint
- Class-5 driver's license and comfort driving moderately sized vans and/or trucks
- Ability to lift at least 35 lbs.
- Vulnerable Sector Check – or the ability to successfully obtain upon commencement of employment (Will be paid for by Arts Commons. A clear record will be necessary for employment)

### Nice to have:

- Experience as an artist/creative – performance, visual / media art, digital design, etc.
- Experience in live performance stage management / production (e.g., theatre, music, dance, etc.)
- Comfortable with public speaking and speaking in group settings
- Is comfortable in many different working environments, community halls, outdoors spaces, and everything in-between
- Valid First Aid and ProServe certification
- Access to reliable transportation/personal vehicle

**If you are interested in applying to this exciting opportunity, please forward your resume and cover letter in confidence to:**

**Human Resources  
Arts Commons**

**205 - 8<sup>th</sup> Ave SE Calgary, Alberta T2G 0K9  
Email: [employment@artscommons.ca](mailto:employment@artscommons.ca)**

*Interviews will be conducted on an on-going basis and the job posting will officially close when a suitable candidate is found. For best consideration, please apply by the deadline date. While we hope to fill this position as earliest as possible, our commitment to finding the right candidate may require more time.*

*We thank all interested applicants in advance but will only be contacting those selected for an interview.*

*If you have any specific questions to ask in relation to the role, please send them to the email address above and a member of our team will do our best to respond to you in a timely manner.*

### **Commitment to Inclusion, Diversity, Equity & Accessibility (IDEA)**

As part of our organization's commitment to IDEA, we work to remove barriers in collaboration with a broad range of voices. Removing these barriers begins with the hiring process.

To that end, we are committed to recruiting, hiring, training, and promoting qualified people of all backgrounds, and providing accessible employment practices. Requests for accommodation can be made at any stage of the recruitment process, and applicants are asked to make their accommodation needs known.

We strongly encourage applicants who identify as part of underrepresented groups, including women, people of colour, and those with disabilities to apply. Even if your past experiences do not align perfectly with every qualification, we encourage you to apply anyways! An excitement and passion for Arts Commons can go a long way here, whether it's in this role or another.