

Positions: Program Coordinators (2)
Location: Calgary, AB
Reports To: President
Hours: Part-time (16–24 hours/week, flexible scheduling)
Salary: \$22–\$25/hour
Start Date: Immediate



The Alberta Society of Artists is a provincially registered society and Canadian registered charity that fosters and promotes the visual arts in Alberta. Composed of professional visual artists and arts supporters, the Society advances artistic excellence through education programming, exhibitions, and public engagement.

Job Description:

Under the supervision of the President, these are two part-time positions that share responsibility for programming and administrative functions of the Alberta Society of Artists. Program Coordinators support public programming across Alberta, carry out administrative and communications functions, and share responsibility for the operation of the ASA Gallery, including public hours from Wednesday to Saturday, 10:00 a.m. to 4:00 p.m.

Responsibilities that were previously handled by a single Coordinator are now distributed between the two roles with cross-training allowing for collaboration and flexibility. These are primarily administrative support roles with scope for professional development.

Responsibilities:

- Deliver **Alberta Society of Artists'** art education–focused programming including administration and coordination of annual scholarships for visual arts students, exhibitions, presentations, volunteerism and public events.
- Create a welcoming experience at the Calgary gallery, including interactions with gallery visitors and opening and closing the gallery as scheduled.
- Deliver the Society's communications and social media efforts to increase public engagement with ASA programs, events, and initiatives. This work includes creating graphics, promotional materials, and updating website content.
- Provide general administration and support for the accounting function in coordination with the Society's Bookkeeper.
- Contribute to fund development activities related to programming and education initiatives, including assisting with grant administration, reporting, and documentation.
- Collaborate within the team to administer member services, including processing applications, renewals and communications with members.

Qualifications:

- A minimum two years experience in fine arts, communications, marketing and/or project management. Will consider a combination of academic qualifications and work experience.
- Demonstrated experience in planning and delivering programs, preferably within not-for-profit organizations, public art institutions, or similar cultural contexts, with a focus on community engagement and educational impact.
- Self-motivated, energetic, articulate, well-organized, resourceful, and positive, with the ability to work collaboratively within a supportive team environment and contribute to a sustainable workload.
- Proficient with Microsoft Office, Google Suite, WordPress (Divi themes), and a design tool such as Canva, InDesign, or equivalent for developing graphics, signage, and promotional materials.
- Experience supporting not-for-profit organizations, volunteer boards, or community-based arts initiatives is considered an asset.
- Commitment to fostering the visual arts and supporting community-based arts initiatives.
- Ability to lift and carry items up to 15 lbs as required for gallery and program operations.

How to Apply:

Submit your current resume and cover letter to careers@albertasocietyofartists.com