



ALLIED ARTS COUNCIL OF LETHBRIDGE

The Allied Arts Council of Lethbridge acknowledges that we are gathered on the lands of the Blackfoot people of the Canadian Plains and pays respect to the Blackfoot people past, present and future while recognizing and respecting their cultural heritage, beliefs and relationship to the land. The City of Lethbridge is also home to the Metis Nation of Alberta, Region III.

POSITION: Executive Director

HOURS: Full-time, permanent position

LOCATION: In-person, Lethbridge, Alberta

CLOSING DATE: January 9, 11:59PM

The Allied Arts Council of Lethbridge (AAC) is a not-for-profit, charitable organization that promotes and supports the growth and development of the arts sector in Lethbridge while upholding the values of creativity, collaboration and inclusiveness, professionalism and accountability. Established in 1958, as a member-based society, the AAC is a multi-faceted organization whose activities include: advocacy on behalf of artists and arts organizations, increasing public understanding of and support for the arts, promoting arts events and initiatives, and creating events and opportunities for artists and the community to come together. The AAC is also responsible for the management of Casa the City of Lethbridge's purpose-built community art centre.

The AAC seeks a dynamic, visionary and self-motivated leader to assume the position of Executive Director. The Executive Director will report to the AAC Board of Directors and will provide strategic and fiscal leadership for the organization. They will be accountable for the implementation of the Board's strategic plan; oversight of all AAC policies, operations, services and programs, and the supervision of the AAC management team.

The successful candidate will have a strong understanding of the arts sector and its value to the broad community which will allow them to be an advocate for the AAC and the arts community. They will be recognized for their big picture thinking skills and will have a proven record of implementing successful initiatives. They will also demonstrate the ability to support and lead a diverse team. Their superior relationship building and communication skills will allow them to collaborate with a variety of sector, community and government stakeholders.

Preferred Qualifications:

- Bachelor's degree or a minimum 3 years management experience and demonstrated leadership in the Arts
- Experience working with a nonprofit organization; preferably an arts organization
- Strong planning, organizational and analytical skills
- Experience working with the media
- Experience developing and managing budgets and grant writing experience
- Knowledge of the Lethbridge and area arts sector

Primary areas of responsibility include but are not limited to:

- Board of Directors liaison and support
- Leadership, supervision and evaluation of senior staff
- Program development, management and evaluation
- Fiscal management, grant oversight and fund development
- Contract management
- Cultivating strong community relationships
- Liaison with City of Lethbridge administration

Qualified candidates are invited to submit a cover letter and resume with salary expectations and three references, to the attention of: Hiring Committee, Allied Arts Council of Lethbridge, hr@artslethbridge.org before **January 9, 2025 at 11:59 p.m.** Interviews will be scheduled for Jan 21 - 24. Only candidates short-listed for

interviews will be contacted. Start date will be in early March, commensurate with selected candidate's commitments. A Criminal Record check will be required. Compensation will be commensurate with experience (Salary Range: \$78,000 - \$83,000). This position comes with a competitive health benefits plan.

For further information, please contact: Jon Oxley, Board President, by email at hr@artslethbridge.org

The Allied Arts Council of Lethbridge is an equal opportunity employer. Employment is decided on the basis of qualifications, merit and business need.