



**Position: Public Art Coordinator**

**Location:** Lethbridge, Alberta

**Type of Position:** Part-time (15-20 hours per week)

**Compensation:** \$25/hour

**Closing Date:** September 30, 2024

**About Us:** The Allied Arts Council of Lethbridge (AAC) is a not-for-profit, charitable organization operating on Treaty 7 territory with a mission to advance and enhance the arts in Lethbridge. 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 connect.

**About the Role:** Reporting to the AAC Executive Director, the Public Art Coordinator provides administrative support to the City of Lethbridge Public Art Program. The AAC is currently under a two-year contract with the City of Lethbridge. The continuation of this position past December 31, 2025, is dependent on the AAC's success in the next RFQ process.

The Public Art Coordinator is responsible for:

- Providing support to the public art committee (scheduling meetings, taking minutes, and assisting with monthly and annual reports).
- Assisting with content development and project-specific plans.
- Planning and facilitating artist talks including scheduling and assisting with artist travel plans and accommodations.
- Assisting in the drafting and circulation of calls for opportunities.
- Assisting in the assembly and scheduling of selection committees.
- Managing artist contracts and payments.
- Liaison with project artists.
- Plan and deliver annual professional development sessions for artists.

**Required Skills and Experience:**

- Knowledge of the arts community and public art programming
- Proficient in Microsoft Suite
- Excellent organizational skills and a strong attention to detail
- Excellent written and verbal communication skills

Please submit a cover letter and resume in pdf format, electronically and in confidence, to:  
Jana MacKenzie, Executive Director, AAC.

Email: [hr@artslethbridge.org](mailto:hr@artslethbridge.org)

We appreciate all interest in this position; only those candidates invited for an interview will be contacted.