



Position: Public Art Coordinator - Term

Location: Lethbridge, Alberta

Type of Position: Part-Time, One-Year Term (Maternity Leave Coverage)

Compensation: \$25/hour

Closing Date: April 3, 2026

Anticipated Start Date: May 4, 2026

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 is a part-time, one-year term position to cover a maternity leave. In this role, the coordinator provides administrative support to the City of Lethbridge Public Art Program. Continuation beyond the term may be possible depending on program needs and funding.

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: Steven Foord, Executive Director, AAC.

Email: hr@artslethbridge.org