



Allied Arts Council of Lethbridge (AAC) Summer Projects Assistant (Canada Summer Jobs)

The Allied Arts Council of Lethbridge (AAC) is a not-for-profit umbrella organization working to advance the arts in Lethbridge. We are seeking a motivated, organized, and community-minded individual to join our team as a Summer Projects Assistant, supporting a vibrant season of events, outreach initiatives, and public programming.

Working closely with the Projects Manager, the successful candidate will play an important role in delivering the AAC's summer programming, including the Upside Downtown Concert Series and Arts Days, while helping connect our community with local arts and culture.

Key Responsibilities

- Support planning and delivery of summer events, including setup, takedown, and coordination with artists and volunteers
- Assist with event bar operations, including inventory, sales, and supervision
- Provide reception coverage and general administrative support

Qualifications

- Strong communication and interpersonal skills
- Organized, reliable, and able to manage multiple tasks in a fast-paced environment
- Interest in arts, culture, or the non-profit sector
- Experience with Microsoft Office and basic cash handling is an asset
- ProServe certification (or willingness to obtain) is an asset

The position being offered is funded in part by a Canada Summer Jobs grant. The Canada Summer Jobs grant requires that the successful applicant be:

- Between 15 and 30 years of age;
- A Canadian Citizen, permanent resident or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act;
- Legally entitled to work in Canada

The successful candidate will be required to work 37.5 hours a week at the AAC 7 Street office, Casa and other event locations as scheduled. Evening work and some physical labour will be required. The term position will end no later than August 31, 2026. A recent police information check must be provided.

Please submit your cover letter, resume and three (3) references, electronically and in confidence, to: Danielle Gibson, AAC Finance & HR Manager at HR@artslethbridge.org

Application deadline: June 1, 2026

We appreciate all interest in this position; only those candidates invited for an interview will be contacted. Interviews will take place June 6–10. Proposed start date is June 29, 2026.