



**Position:** Manager of Engagement

**Location:** Lethbridge, Alberta

**Type of Position:** Full-time, permanent

**Compensation:** \$51,000-56,000 FTE, depending on experience.

**Closing Date:** January 3, 2024

**About Us:** The Allied Arts Council of Lethbridge (AAC) is a not-for-profit, charitable organization operating within 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. The AAC is also responsible for the management of Casa, the City of Lethbridge's purpose-built community art centre.

**About the Role:** This is a new position for the organization, working closely with the Executive Director and the Communications and Marketing Manager to evaluate and implement strategies that promote and raise the profile of the AAC and the arts community. The role will incorporate current engagement and communications components and combine them into an overall strategy.

**Elements of the Role:** The successful candidate will be responsible for managing the annual membership campaign, undertaking various communications strategies, and ensuring accurate data management. The focus of this role includes media relations, content creation, and managing the online arts calendar. They will play a crucial role in building relationships and will be dedicated to an ongoing understanding of the diverse arts community within Lethbridge and southern Alberta. The successful candidate will be highly skilled in strategic thinking and prioritizing deadlines.

**Required Skills and Experience:**

- Knowledge of the Allied Arts Council and the arts community in Lethbridge and area.
- Highly organized and experienced in managing membership databases.
- Experience in briefing and influencing a range of press and media contacts.
- Excellent written, verbal, and presentation skills with experience in producing high quality and compelling materials for a range of audiences.
- Experience with Adobe Suite and Wordpress.
- Proficient in social media management programs and translating analytics.
- Collaborative, detail-oriented, and resourceful.

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.