



Position: Manager of Projects

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: Responsible for the planning and implementation of a variety of projects and events that support the mission and strategic direction of the AAC, including the Mayor's Luncheon for Business and the Arts, Christmas at Casa, Arts Days, the Upside Downtown Concert Series and other emergent projects. This role is also tasked with nurturing and growing event sponsorship and applying to various levels of government and agencies for annual project grants. Some evening and weekend work will be required.

Elements of the Role: The successful candidate will be experienced in special events planning and implementation, sponsorship development, and grant writing. They will play a crucial role in building relationships and will be dedicated to knowing and understanding the diverse arts community within Lethbridge and southern Alberta. The successful candidate will be able to work independently as well as part of a team and will be highly skilled in interpersonal communication, strategic thinking, and prioritizing deadlines.

Required Skills and Experience:

- Knowledge of the Allied Arts Council and the arts community in Lethbridge and area.
- Experience in special events planning and implementation
- Experience in sponsorship development.
- Excellent communication, planning, and organization skills.
- Proficient in data management, grant writing, and reporting.
- 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

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