



Development Assistant (Canada Summer Jobs)

As part of the Canada Summer Jobs initiative for youth, Arts Commons is excited to welcome an enthusiastic and motivated individual to join our team for a 7-week contract as a Development Assistant. In this role, you'll play a key part in supporting our Development team's relationship-building and fundraising efforts that help bring the arts to life in our community.

We're looking for someone who's passionate about the non-profit sector and eager to gain hands-on experience in fundraising and donor engagement. You're excited to learn and ready to dive into the world of building meaningful connections with philanthropic, corporate, and community partners. You thrive in a fast-paced environment and enjoy working collaboratively across teams to help coordinate memorable experiences for our VIP guests — gaining a first-hand look at how development work drives creative impact.

Connecting with people comes naturally to you. You communicate with warmth and confidence whether through writing or in person. You're proactive, take direction well, and are ready to be a trusted, go-to support for our Development team. This is a unique opportunity to build your skills in donor relations and event coordination while making a real difference in the arts. Most of all, you're a people person who believes in the power of creativity, connection, and community.

Who we are:

Arts Commons is an ecosystem inclusive of artists, resident companies, and community groups. As one of the largest performing arts centres in Canada, Arts Commons strives to break down barriers to cultural participation by providing a modern, open, and inclusive gathering space in a central location.

At Arts Commons:

Our belief

- That equitable access to the arts is a human right

Our responsibility

- To redefine a bold and adventurous Calgary by championing and investing in creativity

Our mission

- To be an inspirational force where artists, community and organizations celebrate cultural identities, experience the full breadth of human emotions, and ignite positive change

At a glance

Employment: Contract (Canada Summer Jobs)

Hours: Full-Time (40-hours per week)

Term Date: 7 weeks, ranging from mid-May to August 2025

Wage: \$22/hr

Location: Calgary (in-office)

Join us today and see for yourself some of the many reasons why we were voted one of Alberta's Top Employers!

To apply, send your resume and cover letter to:

employment@artscommons.ca

Closing Date: May 9th, 2025

What we offer:

On top of the excitement of working with a team of dedicated performing and visual arts professionals at one of Canada's leading performing arts facilities, Arts Commons offers:

- A collaborative, engaging, and values-driven work environment
- A wage of \$22/hour for a 7-week contract, ranging from mid-May to August 2025, at approximately 40 hours per week. Schedule to be determined based on the availability of the selected candidate
- A dynamic role that provides opportunities to engage with the arts and diverse communities

What we value:

We are looking for individuals who share our vision of building a creative and compassionate society, inspired through the arts. Our team is made up of people with a diverse range of interests — singers, actors, musicians, playwrights, coaches, teachers, gamers, bakers, photographers, athletes, dancers. People whose interests encompass the widest spectrum. We even have furry, four-legged friends in the office. We value people who strive to do the right thing, and work to be their best. People with open minds, hearts, and arms.

What you will get to do here:

The role of the Development & External Relations Office is to collaborate with internal colleagues to build sincere and lasting relationships with external constituents from the public and private sectors, securing financial support for both the operating and capital priorities of Arts Commons. The Development Office fulfills its mission by securing grants from government agencies and foundations, corporate sponsorships, philanthropic gifts from individuals and corporations, and through the management of special events.

As the Development Assistant, you will play a role in coordinating and executing signature events such as VIP Receptions, Founders Circle & Explorers Circle Events, and more. You will support the team by tracking donor event attendance and engagement, and by assisting in the creation of sponsor fulfillment reports that highlight the impact and outcomes of our partnerships.

This role also involves conducting research, managing data, and supporting the Development team with day-to-day administrative tasks. You'll provide general assistance to help achieve both departmental and organizational goals. At all times, you are expected to act in the best interest of Arts Commons, uphold our core values, and contribute to a collaborative and team-oriented work environment that values staff input and is built on trust, open communication, and shared knowledge.

Where you fit within our ecosystem:

The Development Assistant is a member of the Arts Commons Development team and reports to the Director, Development. In this role, you'll work closely with all members of the Development team, as well as with our corporate and private partners, contributing to the overall success of our fundraising efforts. You'll also collaborate with interdepartmental teams including Programming, Brand & Audience Development, and Event Services to support cross-functional initiatives and help bring our donor and partner experiences to life.

You will be a great fit if you...

Must haves:

- Working towards or completion of a College Diploma or Bachelor's Degree in Arts Administration, Fine Arts, or a related field
- Demonstrates strong organizational and multitasking skills, with the ability to prioritize and manage multiple assignments effectively.
- Excellent written and verbal communication skills, with strong attention to detail.
- Strong interpersonal skills and the ability to communicate effectively with a variety of stakeholders.
- Proficient in Microsoft Office Suite; familiarity with CRM software is considered an asset.
- Brings creativity, curiosity, a sense of humor, high energy, and enthusiasm for engaging with diverse constituents.
- Interest in fund development, and/or event coordination.
- A passion for the arts!

Nice to have:

- Knowledge of principles and techniques relevant to fundraising.
- Understanding of the needs and perceptions of government agencies, corporate sponsors, foundation partners and corporate and individual philanthropic donors.

Eligible Participants:

This role is funded by the Canada Summer Jobs program, which aims to create employment opportunities for young Canadians. As per program requirements, to be eligible for this position applicants must meet the following criteria:

- Be between 15 and 30 years of age at the beginning of the employment period
- Be a Canadian citizen, permanent resident, or a person who has been granted refugee protection under the Immigration and Refugee Protection Act for the duration of the employment

Commitment to Inclusion, Diversity, Equity & Accessibility (IDEA)

As part of our organization's commitment to IDEA, we work to remove barriers in collaboration with a broad range of voices. Removing these barriers begins with the hiring process. To that end, we are committed to recruiting, hiring, training, and promoting qualified people of all backgrounds, and providing accessible employment practices. Requests for accommodation can be made at any stage of the recruitment process, and applicants are asked to make their accommodation needs known.

We strongly encourage applicants who identify as part of underrepresented groups, including women, people of colour and those with disabilities to apply. Even if your past experiences do not align perfectly with every qualification, we strongly encourage you to apply anyway! An excitement and passion for Arts Commons can go a long way here, whether it's in this role or another.

If you are interested in applying to this exciting opportunity, please forward your resume and cover letter in confidence to:

**Human Resources
Arts Commons
205 - 8th Ave SE Calgary, Alberta T2G 0K9
Email: employment@artscommons.ca**

Interviews will be conducted on an on-going basis and the job posting will officially close when a suitable candidate is found. For best consideration, please apply by the deadline date. While we hope to fill this position as earliest as possible, our commitment to finding the right candidate may require more time.

We thank all interested applicants in advance but will only be contacting those selected for an interview.

If you have any specific questions to ask in relation to the role, please send them to the email address above and a member of our team will do our best to respond to you in a timely manner