



Programming Assistant (Canada Summer Jobs)

As part of Canada Summer Jobs initiative for youth, Arts Commons is seeking an enthusiastic individual to join our team for a 7-week contract position as a Programming Assistant. This role will support the team with the planning and execution of showcase projects and initiatives led by the Programming Department at Arts Commons.

You are passionate about the local arts scene and believe in advocating for and amplifying the voices of equity-seeking communities through the arts. You enjoy engaging with a variety of genres, styles, and artistic practices. You're willing and able to assist with the creative planning and logistics of live performance and art installations, and you're confident in supporting the organization curation and execution of events. You're equally comfortable with administrative tasks, working collaboratively with a team, and creating impactful connections within the arts community.

This position offers a unique opportunity to gain hands-on experience managing the logistics and operational needs of dynamic, multi-faceted programming. As the Programming Assistant, you're a strong communicator—written, over the phone, and in person—and you're comfortable taking direction and asking for clarification when needed. While you're capable of troubleshooting independently, you're also confident in seeking support when necessary to ensure seamless coordination of our programming activities.

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 main focus of this role is to support the Programming team in coordinating and delivering public-facing events such as the Art Party and Artist Showcases, Artist Development Programs, Arts Education Residency (CHIL), Arts ReImaginED Summit, TD Amplify and other Arts Commons programming events. This also includes supporting planning efforts, on-the-ground logistics, and working directly with artists, technicians, and the public to help curate and deliver arts initiatives throughout our facilities.

In addition to event support, this role includes administrative responsibilities such as drafting agreements, gathering information, and reporting. You'll also assist with the scheduling of a variety of activities from large-scale performances to intimate public engagements, while coordinating departmental tasks and supporting financial tracking and documentation using platforms like Microsoft Teams and SharePoint.

Collaboration within this team is key. This role works closely across departments and with external partners to ensure events run smoothly and align with Arts Commons' mission, mandate, and values. You'll contribute to inclusive programming that reflects Calgary's diverse communities and help foster strong and positive relationships with artists, community organizations, and internal teams.

Where you fit within our ecosystem:

The Programming Assistant is a member of the Arts Commons Programming team and reports to the Senior Curator, Visual & Media Arts. In this role, you will work closely with all members of the Programming team, as well as contracted event technicians, artists, and the general public. You'll also collaborate extensively with interdepartmental teams, including Production, Brand and Audience Development and Event Services, to ensure the successful delivery of programming initiatives. This role is essential in supporting the meaningful relationships built with our community partners and internal teams, while also collaborating and driving innovation across programming initiatives.

You will be a great fit if you...

Must have:

- Working towards or completion of a College Diploma or Bachelor's Degree in Arts Administration, Fine Arts, or a related field
- Strong organizational and multitasking abilities with attention to detail.
- Highly reliable, trustworthy, and collaborative
- Excellent communication and interpersonal skills to work effectively with a variety of stakeholders.
- Proficient with online tools, particularly Office 365 and Office Suite products including: Excel, Word, PowerPoint, Teams, Microsoft Planner, among others
- An artistic sensibility with a keen interest in arts programming and production.
- Ability to adapt to a dynamic work environment with shifting priorities.
- Understanding of artistic / non-linear working process'
- Flexibility and a willingness to learn, iterate, and contribute to an ever-changing environment.
- Ability to lift up to 35 lbs i.e. event supplies
- A passion for the arts!

Nice to have:

- Knowledge of various art forms and art curation
- Experience in live performance programming (e.g. theatre, music, dance, etc.)
- Is comfortable and enjoys using technology
- Valid Police Information Check with a Vulnerable Sector Check – or the ability to successfully obtain upon commencement of employment

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

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.

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.