



Job Posting:

Arts & Community Engagement Specialist, Edmonton (Full-Time) Alberta Jubilee Auditoria Society (AJAS)

The Alberta Jubilee Auditoria Society is a not-for-profit organization that emphasizes extraordinary patron services and fostering cultural development in both Edmonton and Calgary facilities.

The Society is led by a Board of Directors with representatives from across Alberta and works with the Government of Alberta (GOA)'s Ministry of Culture and Status of Women to operate these legacy performing arts venues through front-of-house, back-of-house, marketing and community engagement services.

The Society's Vision, Mission and Values are:

Vision

To entertain, enlighten and educate Albertans through world-class arts and culture.

Mission

To define and support arts and culture in Alberta for patrons, performers and the public. For **patrons**, to provide exceptional customer experience as Albertans celebrate arts, culture, and community. For **performers**, to support all onstage activities with safety, integrity, and creativity. For the **public**, to empower and educate Albertans through the performing, visual, and technical arts.

Values

The Alberta Jubilee Auditoria Society values integrity, inclusion, professionalism, creativity, passion, collaboration, and legacy.

*AJAS is an equal opportunity workplace regardless of ethnicity, ancestry, gender, religion, or disability. Our Society values inclusivity.

The Opportunity: Arts & Community Engagement Specialist

The Arts & Community Engagement Specialist is responsible for a variety of tasks that relate to different parts of the *Arts and Community Engagement Department* at the Northern Alberta Jubilee Auditorium. The Arts & Community Engagement Specialist reports to the Executive Director and works alongside the Southern Alberta Jubilee Auditorium Arts & Community Engagement Specialist in Calgary.

Jube School/Education Programs:

Responsible for Jube School Program in Edmonton

- Overseeing and developing Community Engagement programming online and in person.
- Developing and managing budget for the Arts and Community Engagement pillar of AJAS.
- Creation of schedule, prep and planning for workshops.
- Communication with artists, teachers and Inquiring Minds.
- Occasional facilitation of Jube School programming (5 Day, 1&2 Day, Summer Camp and special programs) both in person and online. Guiding the week through a big question and inquiry while engaging in the creative process.
- Overseeing and training Jube School Facilitators.
- Documenting the educational process.
- Reviewing and accepting Jube School applications.
- Attend pre-planning sessions with teachers including introduction meetings and teacher training.
- Presenting area updates to the AJAS Board and other stakeholders.
- Contributing to the culture and general responsibilities of the Jubilee's administrative team.
- Promoting Jube School and other programming via Teachers' Conventions and other like events.
- Identify possible revenue and sponsorship sources and managing these relationships.
- Determine target markets, sales approach, positioning of programs.

Rotating Public Art Spaces:

- Soliciting and reviewing applications for Rotating Public Art Spaces.
- Providing selected artists with contracts and coordinating pick-up/drop off of their pieces.
- Scheduling the installation and removal of art pieces.
- Coordinating the creation of all promotional materials for Rotating Public Art Spaces.
- Planning and facilitating the Opening Night Reception for each exhibition (booking catering, planning event and inviting guests)

Community Engagement:

- Fostering a connection to the Edmonton arts community (theatre, music and visual arts)
- Creating new opportunities to engage communities in the arts.
- Working with local groups to build arts educators' roster and organizational partnerships.
- Connect with potential sponsors/donors for programming.
- Promote the Jubilee's programs and events in the community.

Financial Management:

- Overseeing the financial plan for community engagement activities at NAJA.
- Working with Arts and Community Engagement Specialist in Calgary to develop budgets.
- Implementation and monitoring of Arts & Community Engagement Financial Plan.

Qualifications:

- Post-Secondary education in Fine Arts or Education.
- Experience in arts administration.
- Experience in an arts education role strongly preferred.
- Genuine and authentic passion for working with young people and the arts.
- Comfort and ease speaking in front of groups of students.
- Ability to adapt and be flexible with a schedule.
- Creative in planning and delivery of programming.
- Can work individually and in a collaborative environment.
- Comfort with social media platforms for promotion and communication.
- Aptitude for technical delivery techniques on Zoom, Teams or other platforms.

Remuneration and Hours

This is a full-time position at 37.5 hours/wk. Hours are normally 8:30am – 4:30pm, but some required events/opportunities are outside of business hours.

Apply:

Interested candidates should send a cover letter and resume to **Jonathan Love** at jlove@albertajubileesociety.ca by October 8, 2021. Only qualified candidates will be contacted for an interview.