

# JOIN OUR TEAM

WE ARE HIRING FOR:

## Development Assistant (Canada Summer Jobs)

As part of the Canada Summer Jobs initiative for youth, Werklund Centre 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.

You're someone that'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 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'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.



**Employment:** Contract (Canada Summer Jobs)

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

**Term Date:** 7 weeks, ranging from July to August 2026

**Salary:** \$22/hr

**Location:** Calgary (on-site)

**To apply, send your resume and cover letter to:** [employment@werklundcentre.ca](mailto:employment@werklundcentre.ca)

**Closing Date:** June 8, 2026

### WHO WE ARE

Werklund Centre (formerly Arts Commons) is the steward of Western Canada's largest arts centre and the artistic and civic cornerstone of Calgary's downtown core that fosters the arts through live performance, educational opportunities, and artist development. For 40 years, it has been a key contributor to the social, economic, cultural, and intellectual life and well-being of Calgarians—a commitment that is being renewed through the Werklund Centre Transformation project, the largest cultural infrastructure project in Canadian history.

### 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

We pursue artistic leadership through shared cultural experiences—creating opportunities that bring people together to celebrate who Calgary is today and spark the conversations that will shape our city's future

## WHAT WE OFFER

### Employee Promise

We cultivate a diverse community that encourages collaboration, connection, and empowerment. On top of the excitement of working with a team of cultural enthusiasts passionate about welcoming people into our spaces at one of Canada's top performing arts facilities, Werklund Centre also offers:

- A collaborative, engaging, and values-driven work environment
- A wage of \$22/hour for a 7-week contract, commencing in July until August 2026, at approximately 40 hours per week. Start Date 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.

## OPEN POSITION: DEVELOPMENT ASSISTANT

### 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 Werklund Centre. 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 supporting and assisting the planning and coordination of Development events for the upcoming 2026-27 season such as VIP Receptions, Founders Circle & Explorers Circle Events, and more. You will support the team by updating donor event attendance and engagement records, and assist 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 Werklund Centre, 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 Werklund Centre 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 have:

- Working towards or completion of a College Diploma or Bachelor's Degree in Fine Arts, Arts Administration, 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.

### Working Conditions & Physical Requirements:

- Occasional evening and weekend work, as required for events
- Lifting of boxes up to 25lbs. for event setup

### 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 (required) and cover letter in confidence to:

### Human Resources

#### Werklund Centre

205 - 8th Ave SE Calgary, Alberta T2G 0K9

Email: [employment@werklundcentre.ca](mailto:employment@werklundcentre.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

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 Werklund Centre can go a long way here, whether it's in this role or another.