

JOIN OUR TEAM

WE ARE HIRING FOR:

Presenting Associate

Reporting to the VP, Programming, the Presenting Associate supports the advancing, planning, coordination, administration, and execution of all Werklund Centre Presents programming and related initiatives. This role plays a key part in bringing performances, artist engagements, community programs, and audience experiences to life by supporting the operational and administrative elements of the presenting portfolio.

Working closely with the Programming team and cross-functional departments, the Presenting Associate helps ensure the successful delivery of events by coordinating schedules, contracts, artist services, hospitality, logistics, communications, and financial administration. This role is ideal for a highly organized, collaborative individual who thrives in a fast-paced environment and is passionate about creating meaningful experiences through the arts.

You are detail-oriented, adaptable, and comfortable balancing multiple priorities while working with artists, agents, partners, and internal teams. Additionally, you bring strong coordination skills, excellent communication, and a proactive approach to problem-solving. Most importantly, you understand the importance of relationship-building and operational excellence in delivering exceptional experiences for all.



Employment: Permanent, Salaried

Hours: FT (40hrs); includes overtime, weekend and evening work as based on a schedule of shows and events

Start Date: ASAP

Salary: \$60,000 - \$63,000 annually

Location: Calgary (on-site)

To apply, send your resume and cover letter to: employment@werklundcentre.ca

Closing Date: August 24, 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

Equitable access to the arts is a basic 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
- An annual salary of \$60,000 - \$63,000
- A comprehensive health and dental benefits package, with RSP matching and access to an Employee & Family Assistance Program (EFAP)
- A Health Spending Account providing annual employer-funded coverage for eligible health and wellness expenses
- A dynamic role that will have you engaging with the arts and communities in many different areas, and through different types of events and productions
- A positive working culture, keeping employee health and wellness a priority with generous paid time off policies and an annual lifestyle allowance.

WHAT WE VALUE

We are looking for individuals who share our vision of creating a bold and adventurous Calgary that brings people together 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: PRESENTING ASSOCIATE

WHAT YOU WILL GET TO DO HERE

As the Presenting Associate, you will support the successful delivery of Werklund Centre Presents programming, working across artistic planning, event coordination, artist services, contracts, and operational execution. You'll assist with the full lifecycle of presenting activities, from initial season planning and administrative coordination through performance delivery and post-event follow-up. Working closely with internal teams and external partners, you'll help coordinate performance schedules, timelines, contracts, agreements, and operational requirements.

As a key administrative partner, you'll track deliverables, prepare documentation, coordinate meetings, and help ensure presenting activities are delivered efficiently and effectively. Artist and company experiences will also be an important part of your role. You'll coordinate hospitality requirements, travel arrangements, accommodations, transportation, itineraries, and backstage needs while serving as a welcoming and professional point of contact for visiting artists and partners. Your work will help foster positive relationships that reflect Werklund Centre's commitment to artistic excellence and exceptional hospitality.

Strong attention to detail will be essential as you support contracts, programming budgets, expense tracking, settlements, financial reporting, and administrative processes. You'll also contribute to continuous improvement by identifying opportunities to enhance systems, workflows, and operational practices while staying informed of industry trends and best practices in presenting and performing arts.

Strategic Goals:

Support the successful execution of Werklund Centre Presents season and related programming initiatives by ensuring strong coordination, operational excellence, and positive experiences for artists, audiences, partners, and internal teams.

WHERE YOU FIT WITHIN OUR ECOSYSTEM

This role is an integral part of the Programming team and works collaboratively across the organization with Venue Operations (Production & Event Services), Ticketing, Brand & Audience Development, Finance, Development & External Relations, and external & community partners. The Presenting Associate helps connect creative vision with operational execution, ensuring programs are delivered seamlessly while supporting organizational goals related to artistic excellence, audience engagement, and community impact.

YOU WILL BE A GREAT FIT IF YOU . . .

Must haves:

- 2–5 years of experience in arts administration, presenting, event coordination, cultural programming, or related fields
- Experience supporting live events, performances, festivals, or cultural programming environments
- Strong organizational and project coordination skills with the ability to manage multiple priorities and deadlines
- Experience coordinating contracts, agreements, schedules, and administrative processes
- Strong attention to detail with excellent follow-through and problem-solving abilities
- Ability to build positive relationships with artists, agents, vendors, partners, and internal stakeholders
- Excellent interpersonal and communication skills
- Ability to work collaboratively in a fast-paced, deadline-driven environment
- Experience supporting budgets, expense tracking, reconciliations, or financial reporting
- Proficiency with Microsoft Office applications and confidence learning new systems and tools
- A passion for the arts!

Nice to have:

- Post-secondary education in arts administration, event management, performing arts, business administration, or a related field (or equivalent professional experience)
- Class 5 Drivers License and access to a vehicle, an asset
- Experience working with performing arts organizations, festivals, cultural institutions, or presenting organizations
- Knowledge of performing arts contracts, artist settlements, touring logistics, and industry terminology
- Experience supporting artist hospitality and international or touring artists
- Experience working in a non-profit or community-focused organization

Working Conditions & Physical Requirements:

- Regular evenings, weekends, and holidays as required for performances, events, and programming activities
- Ability to support onsite event delivery and artist services as required
- Ability to lift and move materials up to 25 lbs

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

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.