

# JOIN OUR TEAM

WE ARE HIRING FOR:

## Programming Coordinator

Reporting to the Associate Director, Artist Development & Curatorial, the Programming Coordinator supports the coordination and delivery of artist-focused initiatives at Werklund Centre. You are highly organized and adept at managing multiple tasks, often anticipating needs proactively to support the successful delivery of artist development and visual & media arts events and programs.

You will coordinate timelines, support artist development programming including summits, public events, and installations, and maintain clear administrative processes. You will monitor progress and ensure projects move forward efficiently and with attention to detail. When you are not coordinating event and program logistics or assisting with departmental activities, you are supporting artists and partners to better understand their needs and support thoughtful program planning and meaningful engagement across all Werklund Centre spaces.



**Employment:** Permanent, Salaried

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

**Start Date:** ASAP

**Salary:** \$50,000 - \$53,000 annually

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

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

**Closing Date:** June 1, 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 committed performing and visual arts professionals & enthusiasts at one of Canada's top performing arts facilities, Werklund Centre offers:

- A collaborative, engaging and values driven work environment
- An annual salary of \$50,000 - \$53,000
- A comprehensive health and dental benefits package, with RSP matching and access to an Employee & Family Assistance Program (EFAP)
- A positive working culture, keeping employee health and wellness a priority with generous paid time off policies and an annual lifestyle allowance
- 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

### OPEN POSITION: PROGRAMMING COORDINATOR

## WHAT YOU WILL GET TO DO HERE

Working in a dynamic and collaborative environment, the Programming Coordinator plays a key role in supporting the planning, coordination, and execution of artist-focused events and initiatives at Werklund Centre. This role ensures the smooth delivery of events through strong logistics management, clear communication, and effective administrative coordination.

You will coordinate artist schedules, manage timelines, and oversee logistics for events, installations, and presentations, ensuring all details are organized and executed effectively. This includes maintaining consistent communication with artists, internal teams, and external partners, and supporting event-day operations such as check-ins, hospitality, and set-up and strike. The role also carries significant administrative responsibility, including managing documentation, supporting contracts and agreements, coordinating artist submissions and materials, and assisting with budget tracking and reporting. You will ensure information is accurate, complete, and delivered on time to support both internal planning and external communications. Working closely with internal teams and external artists, you will contribute to the successful delivery of artist events while maintaining organized systems and processes that support efficient administration. This role supports the activation of Werklund Centre spaces and contributes to broader artistic and community engagement goals.

### Strategic Goals:

Support the administration of artist development initiatives by managing project timelines, coordinating event logistics, maintaining organized documentation and contributing to planning and reporting to advance programming objectives, while ensuring artists are prepared and supported.

## WHERE YOU FIT WITHIN OUR ECOSYSTEM

The Programming Coordinator is a member of the Werklund Centre Programming team and reports to the Associate Director, Artist Development & Curatorial. This role collaborates closely across all areas of Werklund Centre Presents and Werklund Centre Galleries, Education, as well as with internal departments such as Brand & Audience Development and Production. As a relationship facilitator and connector, this role also works closely with external stakeholders such as artists and community groups.

## 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.

## YOU WILL BE A GREAT FIT IF YOU...

### Must have:

- College Diploma or Degree in Arts Administration, Fine Arts, Events, or a related field, or a combination of relevant education and professional experience.
- At least 3 years of experience in arts administration, event planning, programming, artist development, or community engagement.
- Professionalism, reliability, and the ability to maintain confidentiality.
- Strong organizational, administrative, and project management skills, with attention to detail and the ability to manage multiple projects, deadlines, and workflows simultaneously.
- Excellent interpersonal and communication skills, including listening, clarifying, and conveying information effectively in person, by phone, and via email.
- Ability to work collaboratively and independently in dynamic, fast-paced environments.
- Comfortable and experienced working with, and advocating for, equity-seeking communities.
- Understanding of artistic and non-linear working processes.
- Proficient with Office 365 applications and Office Suite products, including Excel, Word, PowerPoint, Teams, and Microsoft Planner.
- Strong problem-solving and analytical skills, with the ability to anticipate issues and seek innovative solutions.
- Values-driven and customer-service oriented, demonstrating respect for all stakeholders.
- Seek innovative solutions to improve systems, processes, and future planning
- A passion for the arts!

### Nice to have:

- Experience as an artist/creative – performance, visual / media art, digital design, etc.
- Prior experience collaborating directly with artists, an asset
- Is comfortable in many different working environments, community halls, outdoors spaces, and everything in-between
- Valid First Aid, ProServe, Vulnerable Sector Check, or the ability to obtain these upon commencement of employment.
- Class 5 driver's license and access to reliable transportation/personal vehicle considered an asset.

### Working Conditions & Physical Requirements:

- Ability to work flexible hours, including occasional evenings and weekends, as required
- Ability to lift at least 35 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](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.