



EMPLOYMENT OPPORTUNITY

Program Lead

(18-Month Maternity Leave Cover)

Do you have a passion for life-long learning and development? Do you want to work closely with museums and partners to deliver exceptional learning experiences in Alberta's museum community? Do you excel in a team-based, collaborative environment in which creativity and flexibility are valued? The Alberta Museums Association (AMA) is looking for an organized, enthusiastic, and detail-oriented individual to lead its professional development offerings.

Reporting to the Executive Director / CEO, the basic duties of this Program Lead position include*:

- Lead the Certificate in Museum Studies (CMS) Program
- Responsible for the effective and efficient administration and delivery of CMS courses in-person and online
- Responsible for the effective and efficient administration of Professional Development Grants
- Support the planning and delivery of the AMA Spring Symposium
- Coordinate peer-to-peer learning opportunities for AMA members
- Facilitate AMA led and partner-presented courses, workshops, and symposia as required
- Align with the [Membership End](#): "We will grow with our members, through reconnection and reciprocal engagement, encouraging communities of practice."

Qualifications / Competencies:

- University degree and / or certificate / diploma in related field, or equivalent experience
- Experience working in event planning and educational / professional development program coordination
- Familiarity with Moodle-based learning platforms and delivery of virtual learning
- Experience in a museum, arts, culture, or non-profit organization
- Strong problem-solving skills and ability to manage multiple priorities
- Friendly with strong customer service skills and a commitment to life-long learning
- Excellent oral and written communication skills
- Facilitation and community relations skills
- Good organizational, interpersonal, analytical, and time-management skills
- Thrives in a collaborative, team-based environment
- Flexible and adaptable with a sense of humour
- Driver's Licence and acceptable Driver Abstract

Location: Hybrid in Edmonton, Alberta, Canada**

The AMA is committed to fostering an equitable, diverse, and inclusive workplace that is free from harassment, sexual misconduct, and discrimination. We actively encourage applications from Indigenous peoples, members of visible minority groups, persons with disabilities, and persons of any sexual orientation or gender identity and expression.

The AMA is the provincial association of museums and museum professionals. We are regarded as a leader in the Canadian museum field for our innovative programming, publications, and services. The AMA leads, facilitates, and supports the province's museums through professional consultation, career development opportunities, award-winning publications, and grants funding.



We work on behalf of a vital and engaged museum community in Alberta and collaborate with partners across Canada. For more information on the AMA, visit our website at museums.ab.ca.

Compensation Package: 37.5 hours per week. Compensation package includes annual salary range of \$55,000-65,000, access to benefits program, pension program, and professional development funds. This is a full-time, temporary role to cover maternity leave for approximately 18 months (anticipated duration March 2024 to September 2025).

Closing Date: Applications will be accepted until **January 17, 2024**, via email. Please submit a cover letter and resume in PDF to:

Lauren Wheeler, Strategic Services Director, at hr@museums.ab.ca

The AMA thanks all applicants for their interest but only those selected for interviews will be contacted.

*Further information about the position is available on request, by email only.

**Further information about the AMA's hybrid workplace is available on request, by email only.