



# EMPLOYMENT OPPORTUNITY

## Program Lead (12-Month Contract)

Do you have a passion for museums as agents of change? Do you want to work closely with museums and museum professionals to increase their sustainability and diversify their funding base? Do you excel in a team-based, collaborative environment in which you would provide support to the Alberta museum community? The Alberta Museums Association (AMA) is looking for a vibrant and dedicated individual to lead its Grants Program, fund development support, and contribute to Alberta's dynamic museum community.

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

- Lead, support, and facilitate the Grants Program Review
- Responsible for effective and efficient administration of the Operational Staffing Grants
- Support AMA Secretariat in the effective and efficient administration of the Institutional Project and Professional Development Grants
- Lead development of fund development and fundraising toolkits for AMA members in partnership with Fund Development contractor(s)
- Support AMA Secretariate as relates to fund development activities
- Provide advisory services and deliver workshops to the AMA membership
- Participate in other AMA programs and services where applicable
- Align with the [Funding End](#) "We will focus on continuous and sustainable funding that is diversified and reliable to meet the needs of our members and the Association."

### **Qualifications / Competencies:**

- University degree and / or certificate / diploma in related field, or equivalent experience
- Strong working understanding of the operating environments of museums / galleries
- Strong working understanding of fund development and fundraising for non-for-profits in Alberta
- Experience in a museum, arts, culture, or non-profit organization
- Experience working with granting programs and / or financial management skills
- Familiarity with databases - specifically Power BI based reporting - is an asset
- Strong problem-solving skills and ability to manage multiple priorities
- 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](https://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 for approximately 12 months (anticipated start late September / early October 2024).

**Closing Date:** Review of applications will begin **July 25, 2024**, and the position will remain posted until a suitable candidate is selected. Applications are only accepted via email. Please submit a cover letter and resume in PDF to:

**Lauren Wheeler, Strategic Services Director, at [hr@museums.ab.ca](mailto: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.