



## EMPLOYMENT OPPORTUNITY

### Program Coordinator

Do you have experience facilitating innovative learning opportunities? Do you want to help ensure a thriving museum sector through leadership development and succession management? Do you thrive in roles that involve coordinating and liaising with multiple stakeholders and community groups?

The Alberta Museums Association (AMA) is excited to offer a 12 month employment opportunity for an organized, positive, and detail-oriented individual interested in a collaborative position in the heritage sector. This position will support the development and implantation of leadership and advocacy initiatives.

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

- Working with AMA Secretariat to research and coordinate the development of a leadership program targeted at Alberta museums and museum professionals.
- Researching and developing relationships with external stakeholders in support of programs.
- Coordination and facilitation of program implementation.
- Evaluation of programs throughout development and implementation.
- Support to other AMA programs as required.
- Some travel may be required.

**Qualifications / Competencies:**

- University degree, diploma, or certificate in museum studies, heritage management, or related field.
- Experience coordinating and implementing programs.
- Understanding of the operating environments of museums / galleries.
- A passion for museums and heritage and a commitment to the AMA's values.
- Excellent communication, organizational, interpersonal, and time-management skills.
- A commitment to leadership and personal development.
- Thrives in a collaborative, team-based environment.
- Flexible and adaptable with a sense of humour.

**Location:** Edmonton, Alberta, Canada

**Hours and Compensation Package:** 37.5 hours per week. Compensation package includes access to benefits program, and professional development funds.

**Closing Date:** Resumés will be accepted until March 1, 2018. **Position start date is April 3, 2018.**

**Please submit a cover letter and resumé by email to:**

Meaghan Patterson, Executive Director / CEO at [hr@museums.ab.ca](mailto:hr@museums.ab.ca)

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.

Further information about the position is available by email only, by request. For more information on the AMA, visit our website at: [museums.ab.ca](http://museums.ab.ca).

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