



## EMPLOYMENT OPPORTUNITY

### Program Lead

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 celebrate their innovative work? 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 and Awards Programs and contribute to Alberta's dynamic museum community.

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

- Lead the Grants Program.
- Responsible for effective and efficient administration of the AMA Awards Programs
- Provide advisory services and deliver workshops to the AMA membership.
- Participate in other AMA programs and services where applicable.

**Qualifications / Competencies:**

- University degree and / or a certificate / diploma in related field, or equivalent experience.
- Strong working understanding of the operating environments of museums / galleries.
- Familiar with recognized standards of museum practice.
- Experience working with granting programs and / or financial management skills.
- 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.

**Location:** Edmonton, Alberta, Canada

**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.

**Closing Date:** Applications will be accepted until **July 30, 2021**, via email. Please submit a cover letter and resume in PDF by to:

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

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

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](http://museums.ab.ca).

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.