

City of Fredericton Arts Programs Assistant

The City of Fredericton is a growing, busy, and lively city that cares about its residents. We'd love you to be part of our team! Our employees deliver services to those who live, work, and play here in Fredericton. It's now easier than ever to apply for a job at the City with our online application tool. Join the Recreation and Culture team as we continuously seek new ways to improve and inspire at the City of Fredericton.

Arts Programs Assistant

Do you have a passion for the arts? Do you want to contribute to making Fredericton a vibrant place where artists create, and residents learn about and engage in the creative process? Our Arts Programs Assistant will play a role in the delivery, operations, and promotion of the annual Summer Artist in Residence Program and provide on-site assistance to rentals at Killarney Lodge, as well as provide general assistance on other arts and cultural initiatives.

The Arts Programs Assistant is organized, able to liaise with artists and the public, and has skills in customer service and promotions.

During May and June, the position will be in the downtown offices of Recreation and Culture. In July, the Assistant will spend more time at the Killarney Lake Lodge where the Assistant will ensure the smooth operation of the Summer Artist in Residence Program as well as attend to the needs of occasional rentals of the Lodge at Killarney Lake.

Top Responsibilities:

- Tasks associated with the launch of the Summer Artist in Residence program including writing text for the website and social media, confirming details and schedules with artists, coordinating lawn signs and posters
- Daily oversight and monitoring of the Summer Artist in Residence program (July – August).
- Ensuring each artist in residence has what they need to have a successful 'Residence' experience
- Ensuring visitors to the Parks are aware of the Artist in Residence program through effective signage and marketing
- Coordinating registrations for workshops
- Taking photos and creating reels for social media
- Assisting the Cultural Development Officer on other arts programs or projects
- Opening and closing the Killarney Lake Park Lodge for operations
- Occasional light duties associated with rentals of the Lodge
- Other duties, as required

Your Qualifications:

Seeking University students to fill this position. Those attending local schools will be given preference due to the length of employment, April 27– August 28.

- Communications and writing skills
- Social media
- Experience using MS Office 365
- Experience with Canva considered an asset
- Organizational skills and ability to manage priorities
- A valid class 5 driver's license **is required**
- Familiarity with the arts an asset

All About the Fit:

Doing this job well requires a dedicated, resourceful, flexible, and committed individual.

The Arts Programs Assistant reports directly to the Cultural Development Officer.

WORK STATUS: Full-time April 27 – August 28 (with an option to start earlier).	HOURS OF WORK: Monday to Friday 8:15am – 4:30pm.
SALARY: Student Level 2: \$17.00/hour	WORK LOCATION: Downtown Fredericton and at Killarney Lake Park.
CLOSING DATE: Applications will be received up to March 13, 2026 . Candidate to be confirmed by April 13. While we thank all of those who apply, only applicants selected for an interview will be contacted.	

Please note: In certain circumstances, some of our interviews may be virtual. Be sure to preplan your technology, work background and wardrobe to wow us when we meet.

