



Job Title: Cultural Development & Events Supervisor

Competition Number: COM-44-19	Department: Community Services
Posting Category: Open	Division: Recreation & Culture
Job Type: Full-Time	Affiliation: Managerial
Site:	Location: CA-ON-Thunder Bay
Min: CAD \$71,105.38/Yr.	Max: CAD \$83,653.39/Yr.
Pay Band: 9	Number of Positions: 1
Posted Date: 10/5/2019 12:01:00 AM	Post End Date: 21/5/2019 11:59:00 PM
Effective Date: 2/1/2019	Supersedes Date: 24/5/2016

General Information:

As an equal opportunity employer, the City of Thunder Bay encourages applications from Aboriginal peoples, persons with disabilities, members of visible minority groups and women.

ONTARIO HUMAN RIGHTS CODE: It is a contravention of the Human Rights Code of Ontario to discriminate on the basis of: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, marital status, family status, disability, age, record of offences, gender identity or gender expression. Therefore, a resume submitted to the City must not include references to any of the above characteristics. Do not include:

- Photos
- Any certificates that have photo identification
- Driver's licences
- Police records checks

Note: The above documentation will be requested by the Human Resources & Division should you be the successful applicant. If a Criminal Record Check is required it will be requested by Human Resources should you be the successful applicant. Please do not submit your Criminal Record Check with your application.

ACCOMMODATION: Reasonable accommodations are available upon request for all parts of the recruitment process.

Application forms must reference the competition number and be submitted to Human Resources.

POSITION SUMMARY: Under the general supervision of the Manager Community & Cultural Development, is responsible for efficient and effective delivery of cultural development and related initiatives in accordance with the Inspire Thunder Bay Culture Plan for managing the Public Art Program, and the efficient and effective delivery of Division events and festivals.

MAJOR RESPONSIBILITIES:

1. Participates as a member of the Section's service delivery team to carry out the goals and objectives of the Section and Division.
2. Responsible for effective and efficient implementation and sustainability of the Council-adopted Inspire Thunder Bay Culture Plan and ongoing cultural development in the community with internal and external stakeholders.
3. Responsible for effective and efficient special event and project management including concept development, planning, site management delivery and evaluation of festival and event related programs.
4. Responsible for Public Art program and project management including concept development, planning, artist selection processes and contracts, safety, site management and evaluation.
5. Administers the Cultural Stream of the Community, Youth & Cultural Funding Program, including funding application review and recommendation processes, presentation to Council, service agreements, monitoring and evaluation.
6. Assesses program staffing needs, makes recommendations on complement amendments and organizational structure, participates in recruitment processes and makes effective hiring decisions.

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7. Supervises program staff including staff development, performance management/review, coaching/mentoring, health and safety, discipline and termination decisions.
8. Supervises and participates in the set-up, delivery and take-down of events including using a City vehicle, rental vehicle or personal vehicle as required.
9. Develops, monitors and enforces related policies, procedures, by-laws and regulations.
10. Prepares and administers operating and capital budgets and seeks alternative funding sources, including sponsorships and grants.
11. Prepares reports and business cases; organizes and carries out research and benchmarking; and provides recommendations.
12. Prepares and monitors service provider selection processes and contracts.
13. Liaises with community leaders and groups, service providers and staff in the Corporation and other organizations; maintains a high standard of public relations at all times; establishes partnerships with local agencies and organizations and advisory committees involved in program-related activities.
14. Identifies opportunities for cultural development, partnerships, and collaboration with City departments and outside agencies.
15. Develops and monitors promotion strategies for program and local cultural sector, including web/social media and cultural portal; acts as spokesperson for unit initiatives in communication with other Corporate departments, private and public officials, media, and general public.
16. Performs such other related duties as may be assigned.

QUALIFICATIONS:

Education/Experience:

- Degree in a related discipline such as cultural planning, events management or arts administration along with minimum of three years of experience in working with community and cultural sectors, community development, project management, event management and delivery, programming, and administration or
- Diploma in a related discipline such as cultural planning, events management or arts administration along with five years' experience in working with community and cultural sectors, community development, project management, event management and delivery, programming, and administration.
- Three to five years of previous supervisory experience
- Experience in marketing, volunteer management, financial, and contractor management.

Skills/Abilities:

- Superior ability to communicate effectively and concisely, both orally and in writing, with the ability to make presentations to a variety of audiences
- Ability to establish and maintain effective relationships with Administration, Union executives, superiors, co-workers, employees, and the general public
- Ability to identify, understand, and meet/exceed the requirements of internal/external customers
- Strong research, project/time management, analytical and problem-solving skills
- Proven ability to function and contribute as an effective team member and to work independently
- Must be at an intermediate skill level in word processing and spreadsheet software
- Must be competent within the meaning of the Occupational Health and Safety Act.

Assets:

- Experience with SAP and InMagic software.
- Knowledge of social media marketing strategies, web editing and content management systems
- Knowledge of the functions of City departments, outside boards and local community groups.
- Knowledge of Thunder Bay's cultural sector
- Must possess and maintain a valid Class "G" Ontario Drivers Licence, or equivalent
- Must meet the definition of a competent driver as defined by the Corporation
- Knowledge of care and conservation of various types of art; knowledge of artistic styles and mediums

CONDITIONS OF EMPLOYMENT:

- Must be able to work irregular hours, and off -site as required
- Must remain a competent driver as defined by the Corporation
- May be required to provide a successful driver's record (uncertified)