City of Oshawa, located just a short 30-minute drive from Toronto, is a progressive city of 157,000 people and is the economic engine of the eastern Greater Toronto Area. Our strategic pursuit of sustainable growth, excellent community service delivery and co-operative partnerships have enhanced our quality of life advantage, while maintaining a strong commitment to fiscal restraint.

**Job Title:** Supervisor, Cultural Development & Programming  
**Posting Number:** 001520  
**Department:** Community Services Department  
**Branch:** Recreation & Culture Services  
**Location:** Arts Resource Centre  
**Posting Start Date:** 2017/12/20  
**Posting End Date:** 2018/01/14 by 4:30pm  
**Employment Group:** Exempt  
**Salary Grade:** O-$80,288-$94,458 per annum  
**Standard Weekly Hours of Work:** 36.25  
**Shift Work Required:** Yes

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**Job Description**

Reporting to the Manager, Culture and Centralized Recreation Services, or designate, responsible for providing leadership and facilitation to implement the City’s Arts, Culture and Heritage Plan in order to advance the City’s cultural initiatives. The position will coordinate the establishment of the City’s Cultural Leadership Council and Public Art Task Force. Working with a variety of stakeholders, the incumbent will identify, recommend effective directions, implement and coordinate cultural initiatives and champion Council approved cultural projects.

This position is also responsible for supervising cultural programming (Arts, Drama and Music), and oversees the Arts Resource Centre. Further, assisting in the preparation of operational, program capital and corporate capital budgets as it relates to cultural programming and initiatives. The City of Oshawa strives to provide an environment that cultivates and supports the following core values: Authenticity, Courage, and Trust (ACT).

**Job Responsibilities**

Duties include: leading the implementation of Culture Counts: Oshawa’s Arts, Culture and Heritage Plan; coordinating and supporting the activities of the Cultural Leadership Council; managing Human Resources; supervising and managing the facility; developing and monitoring the budget; providing guidance and leadership within the Corporation and the Community to Cultural Development Initiatives; developing policies and procedures to support arts, culture and heritage; coordinating grant applications and funding opportunities to support cultural development; leading the development and implementation of communication strategies; overseeing the City’s Public Art Policy & Program including the Public Art Task Force; supervising program planning and development; and performing other related duties as assigned.

**Job Requirements**

Knowledge and skill generally associated with the completion of a four (4) year Bachelor Degree in any of the following areas: Cultural Studies, Cultural Planning, Art History, Arts Administration, Heritage, History, Public Administration, Economic/Cultural Development or a related field plus six (6) years of progressive work experience, three (3) of which is in a supervisory capacity, in the Arts, Culture or Heritage field, in the areas of municipal/government and project management or have an equivalent combination of education and relevant experience.

- Sound knowledge of policies, issues, trends and best practices related to cultural planning, arts, culture and heritage development and familiarity with municipal government practices and procedures.
- Proficiency in Microsoft Office (Outlook, Excel, Word, Power Point)
- Excellent communication (written/verbal), report writing and presentation skills; as well as solid interpersonal skills to deal with internal and external stakeholders; strong research and analytical abilities.
- Established skills and experience in project management, strategic planning, facilitation, community
development, cultural planning, volunteer management and public relations are strong assets.
- Established skills in program planning and event management.
- Sound knowledge in the supervision of risk management of programs and facilities.
- Strong multitasking skills and flexibility to meet varying deadlines; independent self-starter with the ability
to work irregular hours, including evenings and weekends.
- Knowledge of cultural planning, volunteer management, public relations and leadership are strong assets.
- Ability to provide own transportation for travel between facilities as required.

Please be advised that position location as noted is at the time of posting and is subject to change, as required
due to operational needs.

We would like to thank all applicants however, please note that only those selected to attend an interview will be
contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing
may form part of the selection process.

City of Oshawa employees need to apply through the intranet (iConnect) in order to be considered as an internal
candidate. All applicants are encouraged to provide a valid email address for communication purposes. Please ensure
that you check your email regularly to receive any correspondence.

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005
and the Ontario Human Rights Code (OHRC). The City of Oshawa will provide accommodations throughout the
recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the
OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information
and Protection of Privacy Act.