



## **JOB DESCRIPTION**

**TITLE:**                   **MANAGER, CULTURE & SPECIAL EVENTS**

**DEPARTMENT:**       **Recreation & Culture**

**Position Last Evaluated: Mar 2020**

**Job Desc Last Updated: Sept 2022**

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### **GENERAL ACCOUNTABILITY**

Reporting to the Director, Recreation & Culture, the Manager, Culture & Special Events is responsible for overseeing the arts and cultural programs, community & corporate events, commercial filming, citywide arts activities and cultural community partnerships. This position assists in the development of policies, procedures, goals, objectives, strategies and liaises with community organizations, businesses and individuals to foster the development of new arts and cultural programs and community events.

The incumbent exercises considerable independent judgment and action in their daily work and only complex matters or those of major impact on policy are referred to the Director.

### **NATURE AND SCOPE OF WORK**

Organizes, directs and controls the activities of personnel engaged in the planning, organizing, promoting, facilitating and coordinating of culture and special events.

Responsible for the selection and appointment of staff, employee evaluations, recommends promotions, disciplinary action and training requests. Confers with department staff and their representatives to resolve complaints and grievances.

Management, direction and control of the day-to-day operation of recreation facilities within area of responsibility.

Creates and maintains collaborative relationships with the community stakeholders and government agencies in the provision of culture and special event services.

Prepares reports and makes recommendations to the Director on topics relating to culture and special events.

**NATURE AND SCOPE OF WORK cont.**

Provides community education, awareness and promotion regarding the arts and culture sector.

Provides guidance and support to community event organization, and oversees event allocations with City parks and open spaces.

Liaises with local government organization in the development of large-scale sport and culture bid packages and event implementation.

Provides advice and guidance to senior management and staff with administrative and technical problems and in the planning of long and short-term objectives.

Oversees the development of cultural and special event grant programs and application of grants from other public and private agencies, including coordination with internal City departments and external agencies.

Establishes, manages and participates in cultural and special event committees and working groups.

Maintains inventory of City cultural resources, including space for programming and special events.

Develops measures and reports on progress towards achieving cultural and special event goals.

Submits provisional, annual, and revised budget cost estimates, forecasts and details as required for area of responsibility; approves and processes all purchases and invoices for materials, supplies and services.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of, and experience in, municipal recreation and culture service delivery systems and philosophies.

Ability to establish and maintain effective working relationships with community members of diverse backgrounds, public and private organizations, City committees and staff.

Solid understanding of the role of culture and special events in fostering community well-being particularly for vulnerable community members.

Ability to apply diversity and inclusion best practices to cultural programs, initiatives and special events.

Strong leadership skills with the ability to influence, facilitate and negotiate.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.**

Strong political awareness in the development of policy and service delivery.

Ability to plan, organize, manage and direct personnel engaged in diverse activities to maximize performance.

Excellent verbal and written communication skills, ability to use diplomacy when recommending, clarifying or negotiating issues.

Ability to prepare concise reports and correspondence.

Sound knowledge of the philosophy and objectives of Parks, Recreation and Culture Services.

Ability to plan, prioritize and have strong organizational skills.

Thorough knowledge of the principles, practices, methods and procedures involved in department operation and administration.

Thorough understanding of the community markets and industry trends for services, policies, programs and facilities.

Thorough knowledge of the financial and accounting principles necessary to prepare and administer complex operational and capital budgets.

Ability to exercise solid judgment and have strong problem solving skills.

This position requires the incumbent to work varied hours outside of the regular workday, which includes a rotating, after hours, on call schedule.

**MINIMUM EDUCATION AND EXPERIENCE REQUIRED**

Bachelor's Degree in a related discipline (e.g. Arts Administration, Art History, Fine Arts, or Cultural Planning) and 5 years' related experience, including proven management supervisory experience.

An equivalent combination of education and experience may be considered.

**REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS**

Satisfactory Criminal Record Check.

Possession of a valid Class 5 BC Driver's Licence.

**GENERAL STANDARDS**

Managers and supervisors shall ensure the health and safety of their employees by demonstrating support and participation in all aspects of the Occupational Health & Safety (OH&S) Program, communicating hazards and expectations of safety, maintaining safe work areas, and assigning work to trained persons.

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health & Safety (OH&S) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.