



JOB DESCRIPTION

TITLE: RECREATION COORDINATOR – CULTURAL SERVICES

DEPARTMENT: Recreation & Culture

LEVEL: 11 (Subject to JE)

Position Last Evaluated: N/A
Job Desc. Last Updated: N/A

JOB SUMMARY

Reporting to the Manager, Culture & Events, the Recreation Coordinator – Cultural Services develops, implements and evaluates a range of programs and services to advance the strategic priorities of the City, contribute to the vibrancy of the arts and culture sector in Nanaimo, and create value for broad, diverse audiences.

The scope of work includes liaising with both internal and external stakeholders, including creative professional and community organizations on the delivery of City cultural programs and services, and supporting local arts and culture organizations to amplify their impact in our communities.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Collaborates with staff to develop, plan, facilitate and evaluate a range of arts and culture programs and services.
2. Coordinates the development and administration of the City's public art program.
3. Undertakes research and coordinates community engagement initiatives.
4. Administers and facilitates City funding programs and liaises with community stakeholders.
5. Develops interpretive and communication materials for a range of department projects and liaises with other City departments to promote culture programs in print and online.

TYPICAL DUTIES AND RESPONSIBILITIES cont.

6. Provides functional direction, training, and guidance to volunteers, staff, and contractors. Plans, schedules, and monitors work and performance. Provides orientation to new or temporary staff.
7. Liaises with diverse internal and external stakeholders, including artists, designers and other creative professionals to coordinate the planning, promotion, delivery, and evaluation of community cultural services.
8. Submits budget cost estimates, prepares forecasts and expenditure details, monitors allocated budget, approves and processes all purchases and invoices for materials, supplies, and services.
9. Prepares correspondence, reports, and compiles statistical information.
10. Provides excellent customer service and public relations, maintaining positive relationships with a range of stakeholders.
11. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of current and emerging trends, and contemporary discourse in the cultural sector including issues related to arts programming, creative space making, and public art.

Considerable knowledge of non-profit frameworks and governance, and practices related to public funding.

Ability to communicate with courtesy and tact in order to obtain and/or distribute routine data or information to internal and external customers. This may involve the ability to probe for information and clarification.

Knowledge of our local context and keen interest in developing the creative capacity of our community.

Excellent written and verbal communication skills; excellent interpersonal skills.

Ability to work collaboratively and build consensus.

Ability to establish and maintain effective working relationships with a variety of internal and external stakeholders, and ability to develop community interest and involvement in the programs offered by the City and by other community organizations.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.

Awareness of Indigenous cultural protocols and ability to develop and maintain strong, supportive relationships with members of diverse Indigenous communities.

Thorough knowledge of the methods, problems, principles, and practices involved in planning, coordinating, supervising, and evaluating community cultural services.

Thorough knowledge of marketing as it pertains to the promotion of arts and culture services.

Ability to undertake research, analyze data and synthesize findings.

Knowledge of current office practices and computer programs such as Microsoft Office suite applications, financial management software, etc.

Ability to negotiate contracts.

Excellent organization skills and the ability to plan, and prioritize.

Ability to prepare concise reports and correspondence and meet deadlines.

Ability to work flexible hours as required.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Completion of a Bachelor's Degree in a related discipline: Arts Management, Cultural Planning, Community Development, Art History or Cultural Studies.

A minimum of 2 years' recent experience coordinating cultural programs and working with artists, creative professionals and non-profit organizations to conceptualize and implement major projects, including 1 year of related supervisory experience.

Valid Class 5 BC Driver's Licence with access to private transportation.

Satisfactory Criminal Record Check.

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 and Safety (OHS) 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 and Safety (OHS) 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.