



## POSITION VACANCY

Call Number:	<b>2021 - 64</b>
Position:	<b>Cultural Development Coordinator</b>
Type of Vacancy:	Permanent
Work Schedule (hours & days):	35 hour work week Includes regular evenings and weekends shifts
2021 Salary Range:	\$72,458 to \$90,573
Date Posted:	November 18, 2021
<b>Closing Date:</b>	<b>December 3, 2021 at 4:30 p.m.</b>

Full details on this position is attached. To apply, please submit your cover letter and resume at [www.niagarafalls.ca](http://www.niagarafalls.ca) (**Careers and Employment**). Applications must be submitted online and will be accepted until 4:30 p.m. on **Friday, December 3, 2021**.

To help reduce the risk of COVID-19 transmission, the City of Niagara Falls implemented a Vaccination policy whereby all new hires as a condition of being hired are to provide proof of full vaccination, or provide proof of a bona fide medical or Human Rights Code exemption on a form issued from and approved by the City of Niagara Falls.

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

Human Resources

Attachment

## CITY OF NIAGARA FALLS

### POSITION DESCRIPTION Recreation and Culture

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

**POSITION TITLE:** Cultural Development Coordinator

**POSITION SUMMARY:** Responsible to support, enhance and develop cultural initiatives found in the Cultural Plan. Working closely with staff from all departments coordinating and facilitating daily operations, events and cultural programming at the NFX, Farmers Market, and throughout the City while growing positive relationships with community members and partners.

**DIVISION:** Culture and Museums

**RESPONSIBLE TO:** Culture and Museums Manager

**SUPERVISES:** Customer Service Assistants PT (3), Woodshop Technicians PT (2), summer students, volunteers

**RESPONSIBLE FOR:**

1. Assist with the development and delivery of cultural programmes, initiatives and events at the NFX & Farmers Market and in other areas of the City. Ensure that any related documentation, contracts and/or invoices are administered.
2. Work with internal and external users and stakeholders to book and manage events.
3. Coordinate and work in partnership with community associations, cultural groups and individuals in utilizing the Department's services and City facilities.
4. Identify, develop and facilitate events at Culture facilities and throughout the City, by overseeing event setup/take-down and through event monitoring to ensure compliance with applicable bylaws, regulations and safety standards.
5. Provide support services at all cultural sites including Museums, Farmers' Market and Exchange.
6. Assists with providing operational work assignments and training for Part Time Culture and Farmers' Market staff.
7. Prepare draft media releases, e-newsletter, and website listings for special events, workshops, lectures and other programs.

8. Prepare and add to culture's website. Post content on site and work with communications on social media posts.
9. Provide guidance and direction to artists and local organizations working with the City's Cultural Division.
10. Assist Allocation Team to recruit and administer studio rental space at the NFX.
11. Coordinate exhibition schedule for the NFX gallery, in conjunction with both, studio tenants and non-studio tenants.
12. Assists in the administration of the Cultural Development Fund and in the maintenance of Cultural databases.
13. Serve as a staff liaison on various committees, special task forces, City or partners. Including assist with meetings, minutes, agendas, reports, and presentations.
14. Assist with maintenance of the City's Public Art Collection and help to oversee new cultural initiatives.
15. Assist with development, administration, and review of policies and procedures to support arts and culture in the City.
16. Administer Farmers Market operations, including but not limited to: promotion, policy and procedure development and implementation, vendor recruitment, vendor locations and space, vendor concerns/disputes, and fee collection.
17. Ensure Farmers Market vendors comply with Niagara Region Public Health regulations.

**POSITION REQUIREMENTS:**

Minimum is a College Diploma in arts and culture or related field

At least three (3) years experience in arts and culture administration.

Valid class "G" driver's license

Knowledge of social media production and user experience. Proficiency in Microsoft Office, event booking software, database management, and graphic design platforms.

Excellent communication (written and verbal) and time management skills

Flexibility to meet shifting deadlines; independent self-starter with the ability to work irregular hours, including evenings, weekends and on-call as necessary.