



POSITION VACANCY

The City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community and economic foundation anchored by tourism, manufacturing, retail and knowledge based sectors. Located at one of the natural wonders of the world and in the heart North America's most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With over 14 million visitors a year and a growing resident population of over 85,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play.

Call Number:	2022 - 78
Position:	Cultural Development Assistant
Type of Vacancy:	Permanent
Work Schedule (hours & days):	35 hour work week, (Saturday, Tuesday-Friday) Includes evenings and weekends shifts
2022 Salary Range:	\$61,092 - \$76,365
Date Posted:	November 11, 2022
Closing Date:	November 30, 2022 at 4:00 p.m.

Full details on this position is attached. To apply, please submit your cover letter and resume at www.niagarafalls.ca (**Careers and Employment**). Applications must be submitted online and will be accepted until 4:00 p.m. on **Wednesday, November 30, 2022.**

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 Assistant

POSITION SUMMARY: The position is responsible for Market(s) operations and revenue sources at the Exchange including food services and gift shop. The position will work with the City Communications team and other Culture staff to implement the Culture Division's social media strategy.

RESPONSIBLE TO: Cultural Development Coordinator

SUPERVISES: N/A

WORKING CONDITIONS: Mainly indoors, some heavy lifting required

HOURS OF WORK: 35 hours per week (Saturday, Tuesday – Friday)

RESPONSIBLE FOR:

1. Administer facility bookings at the Exchange and provide tours of facilities as needed.
2. Coordinate all details of rental events, and ensure they are carried out within parameters of site mandate and operating standards, and comply with all necessary by-laws, government legislation, permits, licenses, inspections
3. Responsible for coordinating site set-up/load in schedule and clean-up of all rental events
4. Responsible for planning, implementing and monitoring the Culture Division social media strategy in order to increase brand awareness and improve marketing efforts.
5. Order, purchase and maintain inventory for the Department, including gift shop sales and event supplies.
6. Oversee general merchandising of Gift Shop sales.
7. Identify new vendor markets for Cultural sites and coordinate in-house or third party development.

8. Administer Market(s) 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.
9. Ensure Market(s) vendors comply with Niagara Region Public Health regulations and City of Niagara Falls Guidelines.
10. Liaise with staff and the local BIA.

POSITION REQUIREMENTS:

Minimum two (2) year College Diploma in recreation, special events, marketing or related.

At least one (1) year experience with special events or related.

Excellent consulting, writing, editing (phot/video/text), presentation and communication skills.

Demonstrable social networking experience and social analytics tools knowledge.

Proficient in software applications including ActiveNet, Word and Excel.

Created: October 28, 2022