

ARTS & CULTURE COMMUNITY DEVELOPMENT COORDINATOR

1. Nature and Scope of Work

This is arts and cultural services work involved in arts and cultural community development, fostering and developing the City's arts and cultural landscape, in accordance with its' Arts, Culture and Heritage Strategic Plan. An incumbent of this class is responsible for assisting a superior in coordinating the research, development, promotion, programming and implementation of a range of community arts and cultural services, programs, workshops, exhibits, events and other activities and initiatives. This will also include the development of community partnerships and programs. The work involves assisting with recruiting, hiring, overseeing and supervising contract instructors and volunteers; promoting and publicizing interest and participation in program activities; and assisting in the preparation of and monitoring of program budgets and related facility, service policy, and procedures. An incumbent maintains effective liaison with the general public, residents, City departments, artists, arts and culture community partners and community groups and organizations. The work requires cross-organizational collaboration as well as the exercise of considerable independent judgement and action within the limits of applicable policies and procedures. Work performance is reviewed by a superior in terms of effectiveness and quality of supportive services provided.

2. Illustrative Examples of Work

Assists in identifying, planning, developing, coordinating, and evaluating a range of community arts and culture programs, workshops and events and other activities and initiatives for various ages and special interest groups.

Assists in researching and recommends opportunities for cultural development, partnerships, and collaboration; promotes interest and encourages participation in the same.

Participates in the recruitment, hiring, training and evaluation of volunteer staff and contract instructors, and assists a superior in supervising work of same.

Performs market analysis to determine appropriate means of delivering arts and culture programming to the community.

Coordinates the preparation of and monitoring of program budgets and related facility and service policy and procedures.

Collaborates with arts and culture community partner representatives on the development and delivery of special programs, workshops, activities and events.

Assists with the programming and coordination of exhibits, programs, workshops and activities for the Pitt Meadows Art Gallery and City Hall Foyer Gallery.

Maintains effective liaison with the general public, residents, City departments, artists, arts and culture community partners and community groups and organizations.

Assists in the development of policies and procedures to support Arts & Culture in the City.

Encourages the development of places and spaces in which cultural activities might be showcased.

Assists in facilitation of planning, development, coordination, communication, implementation, and evaluation of community arts and cultural partnerships and assists with writing proposals for partnership activities which advance the City's cultural plan.

Attends meetings with community arts and cultural groups as required.

Assists with marketing and promotion of arts and cultural programs and events including the development and design of promotional materials and content such as media releases, newsletters, posters, brochures, arts and cultural guide, displays, content for online and other print material.

Maintains and updates Cultural Services data bases, directories, web pages, social media sites Facebook, Twitter & Instagram.

Drafts sponsorship communication, including, sponsorship reports, proposals and email correspondence.

Assists in identifying, coordinating and preparing funding resources and opportunities, such as grant proposals.

Plans and coordinates events, activities, roundtables, and educational opportunities for artists, artisans, performers, and others in the cultural sector to promote, enhance, and market their work.

Checks buildings and equipment for security and maintenance requirements and enforces rules and regulations as required.

Manages and maintains contractor agreements including WorkSafe BC, liability insurance and business licenses; and monitors City policies around arts and cultural programming, including registration numbers.

Prepares reports; statistics and researches best practices; maintains correspondence; performs related clerical tasks as required; requisitions supplies, and provides a variety of information and assistance in response to enquiries from the public.

Provides assistance to special events, film permitting and other arts and cultural services and programs as required.

Performs such other related duties as may be required or assigned.

3. Required Knowledge, Abilities, and Skills

Considerable knowledge of the principles, practices, philosophy and objectives of community development, engagement and partnerships, and of arts and culture programming and service delivery as it relates to the work performed.

Considerable knowledge of contemporary arts and cultural development practice, policy, planning and project delivery in a community development context.

Considerable knowledge of community development and related trends and concerns.

Considerable knowledge of MS Office applications, including Word, Excel, Desktop Publishing/Graphic Design (including InDesign, Adobe Illustrator, Adobe Photoshop), Outlook, and various social network media programs.

Ability to research, analyze, plan, develop, schedule, coordinate and facilitate the implementation of arts and culture programs and services which meet the needs and interest of the community served.

Ability to recruit, supervise, oversee and provide leadership to staff, contract instructors and volunteers.

Ability to establish and maintain effective working relationships with internal and external stakeholders.

Ability to identify potential problems related to the work and recommend appropriate solutions.

Ability to respond to complaints from community stakeholders and positively resolve issues.

Ability to act quickly in a changing environment.

Ability to work independently

Ability to prepare and maintain correspondence, records, reports, publicity and promotional material for community arts and cultural programs, workshops and events and other activities and initiatives.

Ability to present ideas effectively both orally and in writing.

Ability to manage projects with set timelines and budgetary restraints while setting clear objectives and outcomes.

Ability to think and act strategically in a political and community business service environment.

4. Desirable Training and Experience

Completion of a post-secondary program in fine arts, culture, or specialized discipline relevant to the arts, plus sound related arts and culture experience, including supervising and experience in community development and in the planning, design, development and delivery of community based arts events, projects and programs., or an equivalent combination of education, training and relevant experience.

5. Required Licenses, Certificates and Registrations

Driver's license for the Province of British Columbia.

St. John's First Aid Certificate or equivalent.

Criminal Record Check.