



JOB OPPORTUNITY – TEMPORARY

(This is a Union Position)

POSTING #2021-67

ARTS & CULTURE PROGRAMMER

January 18, 2022 – July 14, 2023

(Incumbent on Maternity Leave)

We are seeking an energetic person to fill a maternity position and support the Oak Bay Parks & Recreation department in the development and planning of arts and cultural programs and initiatives. The position is responsible for maximizing the use of community resources that support cultural participation, identifying arts needs and opportunities, and assisting the Manager, Recreation & Culture Program Services in facilitating community development in support of the arts.

Responsibilities:

- Plans, promotes and evaluates community arts and cultural programs;
- Promotes the use of public spaces for public art, performances, festivals, and exhibitions;
- Researches and secures resources for arts development in the department and community including grant and proposal writing, partnership development and sponsorships.
- Acts as Recording Secretary for the District's Public Arts Advisory Committee, as required;
- Selects, trains, schedules, supervises and evaluates auxiliary staff to assist with program aims and objectives;
- Participates in budget development and works within designated budgetary parameters;
- Prepares program brochure copy and other program advertising as necessary;
- Operates with a high degree of independent judgement, action and initiative in all aspects of the programming function;
- Performs other related duties as required.

Qualifications:

- Graduation from a two-year College program in recreation, or a related field;
- A minimum of one year's experience in arts, culture and/or community recreation programming;
- Current BC Drivers License;
- Current Occupational First Aid and CPR-C certification;
- Proficiency in MS office software;
- Provision of a current Police or RCMP Criminal Record check.

Salary: \$31.83 – \$34.17 per hour + \$4.46 - \$4.78 in lieu of benefits (2021 rates)

Hours: 17.5 hours per week – hours and days vary based on programs and events.

Please submit applications by **4:00pm, Friday, November 19th, 2021** to:

Job Application Drop Box, Recreation Oak Bay,

1975 Bee Street, Victoria BC V8R 5E6; **OR**

Email to: recreationjobs@oakbay.ca

Subject line in email should read: 2021-67 Arts & Culture Programmer (mat leave)

Please note: Only those selected for interview will be contacted.