

Arts & Culture Programmer

Posting #PRC2023-80

Oak Bay Parks, Recreation and Culture is seeking an energetic and organized individual for our Arts and Culture Programmer position. Under the direction of the Manager of Recreation and Cultural Services, this position is responsible for the development and planning of arts and cultural programs and initiatives while maximizing the use of community resources that support cultural participation, identifying arts needs, and opportunities. Oak Bay Parks, Recreation and Culture offers a fantastic Municipal Benefits package which includes Pension Plan, Health and Dental coverage, vacation, and sick time entitlement. Other benefits include a Staff facility pass that provides access to our weightrooms, pool, skating rink, and drop-in fitness classes.

RESPONSIBILITIES

- Plans, promotes, and evaluates community arts and cultural programs.
- Promotes the use of parks and civic buildings 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.
- 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 post-secondary program in Recreation, or a related field.
- A minimum of one year's experience in arts, culture and/or community recreation programming.
- Proficiency in MS office software.
- Class 5 BC Driver's License.
- Current Occupational First Aid Level I and CPR-C certifications.
- Provision of a current Police Information Check with Vulnerable Sector Screening (Note: This is the applicant's financial responsibility to obtain this).

HOURS OF WORK	Minimum of 17.5 hours per week with up to an additional 7 hours weekly (additional hours may be available on occasion). Hours and days vary based on programs and events.
LOCATION(S)	Neighbourhood Learning Centre
RATE	\$34.44-\$36.96 per hour – 2023 rates
STATUS	Regular Part Time (This is a union position)
BENEFITS	<ul style="list-style-type: none"> • Municipal Benefits include; Pension Plan, Extended Health & Dental coverage, vacation, and sick entitlement. • Staff Membership to drop-in the weightroom, fitness classes, skating, and pool.

The District has previously enacted a mandatory COVID-19 vaccination policy to safeguard the wellbeing of all employees. This policy may be reinstated based on the level of assessed risk to District employees or Provincial Health Order requirements.

Please submit applications by 4:00pm, Wednesday, September 20th, 2023 to:

Job Application Drop Box, Oak Bay Recreation Centre,
1975 Bee Street, Victoria, V8R 5E6; or

Email to: recreationjobs@oakbay.ca

Subject line in email should read: PRC2023-80 Arts & Culture Programmer

Please note that only short-listed applicants will be contacted