

**CITY OF FORT ST. JOHN
POSITION DESCRIPTION**

POSITION TITLE: Arts and Culture Programmer
DEPARTMENT: Community Services
DATE: March 2022

NATURE AND SCOPE OF WORK

Under the direction of the Arts and Culture Manager, the Arts and Culture Programmer will coordinate and implement various programs and special events including event scheduling, event management, event staffing, prize solicitation, and coordination of registration and awards. They will coordinate planning of activities and entertainment in accordance with stated objectives with an emphasis on superior customer service. Must be able to work flexible hours including weekends and evenings, and be present for all events.

SUPERVISION RECEIVED

Works under the supervision of the Arts and Culture Manager or designate. Often works under limited supervision and direction.

SUPERVISION EXERCISED

Facilitates training and development of employees including, Arts and Culture Helpers, Recreation Attendants, Volunteers, and/or contracted workers. Assists in evaluation and hiring of new or potential employees within the Arts and Culture Department.

KEY RESPONSIBILITIES

- Plans, schedules, implements, and evaluates community arts and culture programs and events.
- Prepares for publication a variety of brochures, calendars, letters, posters, news releases, flyers, and related communication regarding programs and events.
- Coordinates, schedules, and maintains related records and statistics for events. Provides reports to the Arts and Culture Manager and Director of Community Services as required.
- Leading the planning and coordination of exhibitions and pop-up galleries for events, consumer and trade shows, conferences and special events;
- Researches and secures resources for arts development in the department and community including grant and proposal writing, partnership development and sponsorships.
- Promotes the use of public spaces for public art, performances, festivals, and exhibitions;
- Monitors event service delivery to ensure customer needs are being met
- Researches information to assist in the development of innovative arts and culture programs and events, including trend and demographic analysis.

- Monitors budget to ensure that expenditures and revenues are in line with budget projections. Provides input, analysis, and recommendations on budget process including providing insight and examples for enhancing revenue or streamlining expenditures.
- Directs and trains temporary and seasonal staff and volunteers, monitors proper completion of work.
- Develops and presents updates; provides necessary reporting to relevant Managers, Directors, Officers, and City Council.
- Ensures compliance with applicable policies and procedures, and licensing and/or safety regulations and standards related to the services provided.
- Assists with maintaining clean and orderly facilities to ensure the safety of staff and users.
- Promotes good relations with participants, media, and outside organizations.
- Operates with a high degree of independent judgement, action and initiative in all aspects of the programming function;
- Additional duties as assigned.
- Takes reasonable care to protect the health and safety of themselves, and the health and safety of others who may be affected by their acts or omissions at work. Properly wears protective clothing, devises and equipment provided, and ensures hazards are immediately reported to Supervisors. Complies with the City of Fort St. John's Occupational Health and Safety program, and all applicable policies and procedures.

PERFORMANCE FACTORS

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| • Knowledge, Ability, and Skills | • Reliability |
| • Customer Service | • Attendance and Punctuality |
| • Quantity of Work | • Compliance |
| • Cooperation | • Health & Safety |

REQUIRED QUALIFICATIONS, LICENSES, CERTIFICATES & REGISTRATIONS, KNOWLEDGE, ABILITY & SKILLS

- 1-3+ years' experience in the arts or cultural sector;
- Diploma, or undergraduate degree in at least one of the following fields; Fine Arts, Arts Administration, Cultural Resource Management, Museum, Heritage or Anthropology studies, etc.;
- Minimum 3 years' experience in a supervisory role, preferably in a union setting
- Valid Standard First Aid with CPR-C or ability to obtain prior to employment.
- Valid BC Class 5 Drivers' License.
- Previous experience working with artists, galleries, theatre, music, cultural centers, events etc.
- Knowledge of local Indigenous history and culture.

- Proven ability and technique in planning, scheduling, implementing, and evaluating group, social and presentation activities; proven experience organizing small and large-scale community programs, events, and conferences.
- Has excellent analytical and problem-solving skills; and
- Ability to organize, schedule, and supervise staff and volunteers, and maintain good working relationships with other City personnel and public.
- Capable of working independently and/or with a team to manage projects and events.
- Exceptional customer services skills coupled with formal customer service training.
- Working knowledge of related legislation and regulations; ability to exercise sound judgement in interpretation and application of related regulations, policies, and procedures.
- Proficient in the operation of computers including word processing, database, publishing, marketing, and spreadsheet programs. Preferably, Word, Excel, Publisher, and Adobe InDesign.
- Proven ability managing budgets and preparing budget forecasts.
- Demonstrated ability to perform duties in a rapidly changing environment.

TOOLS AND EQUIPMENT USED

Computers, printers, photocopiers, telephone, and other office and electronic equipment.

Activity-related equipment such as video, sound, recording and lighting equipment.

PHYSICAL DEMANDS

This position may entail jogging, walking, standing, and lifting and/or moving items that can weigh up to 50 lbs.

This position entails sitting and using a computer for long periods of time.

GENERAL

Formal application, rating of education and experience, oral interview and reference check, criminal record check, and other job-related tests may be required

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related and/or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change

This is a position in the BC General Employee's Union