



EMPLOYMENT OPPORTUNITIES
Arts & Culture Coordinator
Permanent Full-Time
Job #18-035

The Town of Whitecourt is your local government at work. Council and staff function on behalf of the community to enhance the quality of life for all residents, with a commitment to the well-being of our community. Our organization values creativity, helping others, safety, respect, honesty, fun, and team work. The Town of Whitecourt has an opening for a full-time (35 hours per week) Arts & Culture Coordinator.

The successful candidate will be a dedicated, self-directed individual. Reporting to the Manager of Recreation, this position will be responsible to:

- Liaise with community art & culture societies/groups, with the purpose being to strengthen and develop these groups and their initiatives.
- Identify arts & culture needs of the community. Evaluate all arts & culture programs and events on an ongoing basis.
- While representing the Town of Whitecourt, assist the Whitecourt & Woodlands Performing Arts Society in meeting their goals. This may include helping to coordinate concerts, promoting arts & culture in Whitecourt, and planning and over-seeing special events.
- Develop, organize and implement a variety of art and culture programs and special events to meet the needs of children, youth, teens, adults, families, senior citizens, and special user groups on a year round basis.
- Organize and implement Arts in the Park.
- Lead the Party In The Park and Whitecourt Children's Festival committees in the organization and implementation of these events.
- Develop annual budgeting, reporting and planning for arts and culture programs and development within the Town of Whitecourt.
- Secure grant funding and sponsorship for programs and events.
- Develop budgets and authorize expenditures for areas of responsibility as per the Town of Whitecourt purchasing policy.
- Develop and implement marketing strategies to enhance attendance of department and community arts and culture programs and events in consultation with the Communications Coordinator through a variety of means including but not limited to: Community Spectrum, brochures, paid advertising, and social media.
- Perform other duties that may be assigned from time to time.

Qualifications:

- Completion of post-secondary education in recreation or related field;
- Outstanding organizational, interpersonal, and communication skills;
- Experience planning and implementing special events;
- Experience in community development, specifically with Societies;
- Knowledge of municipal operations, volunteer organizations, and recreation and culture programming.

This position offers a comprehensive benefits package. The successful applicant will be required to pass a pre-employment physical and criminal record check, and provide a drivers'abstract, prior to being hired. Job descriptions are available on request.

Interested individuals are invited to forward their resume to the following address by August 10, 2018.

TOWN OF WHITECOURT
Attention: HR/Payroll Clerk
RE: Job #18-035
Box 509, 5004 - 52 Avenue
WHITECOURT, AB T7S 1N6
Fax: 780-778-5179 Email: hr@whitecourt.ca

All applicants are thanked for their interest; however only those who are interviewed will be contacted.