

## **TEAM LEADER, CULTURE AND HERITAGE**

Position ID: J0224-0344

Job Type: Full Time

Department: Culture and Heritage

Number Of Positions: 1

Closing Date: March 18, 2024

Min Salary: \$96,220.00/Year

Max Salary: \$120,275.00/Year

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As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

### **The Opportunity:**

The Team Leader, Culture and Heritage applies the appropriate Legislation (Historic Resource Act and the Municipal Government Act) to achieve desired outcomes for the municipality and the community for identified historic resources and cultural assets. The team leader is responsible for the development, execution and evaluation of the heritage management plan, the Public Art Program, Municipal Monuments and Observances, and Indigenous Relations that advances the City's actions towards reconciliation.

- Provide direction to internal and external stakeholders on the following processes: Heritage Preservation, Public Art Program, Monuments and Observances and indigenous protocols and land acknowledgement
- Develop and apply standard operating procedures to implement the Public Art Program, Monuments and Observances, Heritage Planning and Management and Indigenous Relations as per Council Policy
- Provide strong leadership to direct reports, provide coaching and mentoring through ongoing feedback and empowering employees to achieve outcomes
- Develop budgets and resource requests based on sound business cases, quantifiable evidence and needs that are aligned with the City's fiscal framework and service levels
- Act as a central point of contact with various internal departments to ensure corporate alignment, collaboration and communication between all stakeholders related to approved projects and initiatives
- Review contracts and service agreements with service providers to ensure adherence to Procurement Policy
- Develop strong relationships with internal and external stakeholders. Building constructive, friendly, professional relationships with key customer groups and partners, presenting as a genuine and true steward within the organization and larger community

### **You Bring:**

- A degree in a related field, such as Arts Management, Cultural Studies, Museum Studies or Heritage Planning
- Six Sigma certification is considered an asset
- Certificate in Heritage Studies considered an asset
- 7 years of experience in the areas of policy and program development, systems planning, project

management and/or government/partner relations

- 5 years of experience leading a team of individuals
- Experience with proactively influencing service delivery and continuous improvement initiatives including implementing best practices, procedures and processes
- Prior experience managing departmental budgets
- Prior experience referencing the Historic Resource Act and Municipal Government Act)
- Excellent organizational skills with the ability to manage time and priorities effectively
- Strong report writing and presentation skills
- Excellent verbal and written communication skills
- Proficiency in the use of Microsoft suites is required
- Prior work experience in a municipal environment would be an asset
- Ability to coach and mentor a team, creating an environment that promotes positive communication
- Ability to effectively deal with a variety of individuals at all levels of the organization as well as stakeholders and officials from outside agencies
- Well-developed interpersonal skills and the ability to influence and form collaborative relationships
- Demonstrated ability to use sound judgment in decision-making and the ability to respond to high priority and complex situations
- Ability to work on several projects or issues simultaneously
- Ability to implement positive changes and develop new processes

#### **We Offer:**

Along with a competitive compensation program and City paid health and dental premiums, this position also includes:

- Excellent health, dental, paramedical and benefits plan
- First-in-class pension plan
- Career development and tuition reimbursement
- Employee discounts, annual adult Genesis Place pass, social events and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and are appreciated for their efforts and our overall benefits package reflects that.

#### **Additional Information:**

This is a full time position (37.5 hours per week) and includes a comprehensive benefits and pension package.

Please provide a cover letter and resume.

#### **Next Steps:**

Candidates are invited to apply online at [www.airdrie.ca](http://www.airdrie.ca).