



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and co-operative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

**Posting Number:** 004803

**Job Title:** Temporary Full-Time Culture Services Assistant

**City:** Oshawa

**Province:** Ontario

**Employment Group:** CUPE 251

**Wage Rate:** 01, \$24.89 - \$29.32

**Standard Weekly Hours of Work:** 36.25

**Shift Work Required:** Yes

**Posting End Date:** 2024/05/06 by 4:30pm

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## **Job Description**

Reporting to the Supervisor, Cultural Development & Programs and/or designate, the Culture Services Assistant is a temporary summer position that supports projects related to Culture Counts: Oshawa's Arts, Culture & Heritage Plan and the Public Art Master Plan.

This is expected to be a sixteen week temporary full time position funded in part through the Canada Summer Jobs program, beginning June 10, 2024 and ending September 28, 2024.

The City of Oshawa strives to provide an environment that cultivates and supports the following core values: Authenticity, Courage, and Trust (ACT).

**Responsibilities:**

- Supporting the planning and delivery of arts and culture events and projects related to Culture Counts: Oshawa's Arts, Culture & Heritage Plan and the Public Art Master Plan
- Assisting with special events, including set up and take down and activity stations
- Supporting the activities of the Cultural Leadership Council, Public Art Task Force, and Community Centennial Committee
- Researching and summarizing arts initiatives and programs
- Developing materials for marketing and social media
- Providing general administrative support
- Performing other related duties as assigned

**Requirements:**

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- Demonstrated knowledge and skills normally associated with the completion of two years of post-secondary education in Arts Administration, Cultural Management, Film History, Communications, Museum Studies, Fine Art, Theatre/Drama or related field
- Knowledge of policies, best practices, issues and trends related to cultural development and arts programming
- Possess excellent customer service and interpersonal skills – able to deal courteously with the general public, members of the community and colleagues and maintain positive relationships
- Strong organization and time-management skills, being able to manage multiple tasks and competing priorities within short timelines
- Creativity, enthusiasm and a strong commitment to operating both independently and within a team environment
- Experience with social media tools and trends
- Possess advanced written/oral English communication skills
- Must be able to work under pressure to meet deadlines and able to work irregular hours, including evenings, weekends and holidays
- Established skills and experience using PC equipment and related software applications (MS Office Suite)
- Possess a valid Ontario Driver's License, minimum Class "G", in good standing, and have access to a vehicle
- Knowledge of municipal government practices and procedures will be considered an asset
- Meet the eligibility requirements of the Canada Summer Jobs program:
  - Be between 15 and 30 years of age at the beginning of the employment period;

- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- Please note, international students are not eligible participants

Apply online at: <https://oshawa.jobs.net/en-CA/search>

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

*The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)*

*We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.*

*The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.*

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