

**City of Beaumont
Team Lead, Arts & Events**

The City of Beaumont is growing and changing and so is our Community Services team! Our team is highly collaborative, professional, fun, and passionate about supporting the vision of a growing, vibrant, and spirited community. Beaumont's location within the Edmonton Metropolitan Region, provides a variety of rewarding challenges and the opportunity to apply forward-thinking concepts to advance Beaumont's vision.

Are you a dynamic leader with a passion for the arts, culture, and community engagement? The City of Beaumont is seeking a dedicated Team Lead, Arts and Events, to join our team. In this pivotal role, you will manage grant administration, oversee civic events, and integrate arts into the community in alignment with our Recreation Master Plan. Your leadership will foster relationships, enhance visibility, and promote engagement within the arts community through strategic partnerships with key stakeholders.

What YOU'RE Responsible for:

Grant Administration:

- Administer the Municipal Grant Policy, including implementation, evaluation, and delivery.
- Conduct administrative reviews of grant applications for eligibility and completeness.
- Respond to applicant inquiries regarding eligible expenses, project timelines, and application statuses.
- Propose and implement process improvements to enhance grant administration efficiency.
- Assist with budget preparation, forecasting, and reporting.
- Maintain accurate records and ensure compliance with policies and best practices.

Programs:

- Implement strategic directions in the "Our Places and Play" Master Plan.
- Collaborate with Community Services personnel and other internal departments on service levels and guidelines for Arts and Culture opportunities.
- Supervise and lead the delivery of arts and leisure programs, including Summer Camps and Summer in the Park drop-in programs.

Events:

- Lead the incorporation of culture, arts, and heritage into civic events.
- Supervise the planning, implementation, and delivery of civic events.
- Oversee the financial management of civic events and ensure OH&S and public safety is prioritized.

Staff Management:

- Inspire and support team members to meet departmental and organizational expectations.
- Manage direct reports, including workflows, resource allocations, and performance management.
- Foster an environment that encourages creative thinking, innovation, and high performance.
- Lead the team in adapting to innovative work environments and ensure transparent communication.
- Perform performance management for staff, including recruitment, development, and evaluations.

Service Area Supervision & Administrative:

- Serve as a liaison between the City of Beaumont and arts and culture organizations.
- Complete annual performance reviews and continuous monitoring throughout the year.
- Project, plan, and prepare the budget, monitor, and approve revenue and expenditures within the approved budget.
- Work with the Communications team to effectively market programs and services related to arts, events, and grants.
- Complete ad hoc projects for Community Services as needed.



What YOU Bring:

- Post-secondary Diploma in Arts Administration, Business Administration, Public Administration, or a related field.
- Three years of related experience, including 1-2 years of leadership experience.
- Experience in budget preparation and control, strong interpersonal and communication skills, problem-solving, decision-making, leadership, and general management skills.
- Good computer skills, ability to lead, coach, and motivate staff in a team environment, and ability to work effectively with representatives of government agencies, contractors, community and business groups, the general public, and City staff.

What WE Offer:

- A dynamic and supportive work environment
- Collaboration with various City departments and external agencies
- Engagement in meaningful community service and cultural initiatives.
- A salary range of \$71,143.80 - \$92,820.00 per annum (based on experience and qualifications)
- Employer paid Health and Dental benefits package
- Health Wellness and Learning Spending Account
- Membership to the Beaumont Sport and Recreation Centre
- Enrolment in Local Authorities Pension Plan (LAPP)
- 35-hour work week (some evening and weekend work may be required)

Join us in shaping the future of arts and culture in Beaumont and making a lasting impact on our vibrant community. Apply now to become an essential part of our dedicated Arts and Events team!

If you meet these qualifications, please submit your cover letter and resume as one document by 9:00 AM on July 17, 2024.

The City of Beaumont is an inclusive and equal-opportunity employer. We value the diversity of the people we hire and serve. This means fostering a workplace in which individual differences are recognized, appreciated, and respected. Any persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, careers@beaumont.ab.ca

Information For Applicants:

Applications can be submitted via our online recruiting system. If you have any difficulties, please reach out to our HR department.

We appreciate your interest in working with us; however, only those applicants selected for interviews will be contacted.

Final candidates for this position will be required to undergo pre-employment screening, including reference checks, education verification, and a criminal record check.