



... a great place to live, work & play

One of the sunniest regions in BC's Lower Mainland, Delta embraces three unique communities - Ladner, North Delta and Tsawwassen. The City of Delta is looking for dedicated individuals to join our team and share in our commitment to lead the way in public service excellence.

Assistant Manager, Cultural Services

The City of Delta is seeking an innovative Assistant Manager, Cultural Services, to lead and enhance cultural programs and services for the community. Reporting to the Recreation Services Manager – Cultural Services and Special Events, the Assistant Manager is responsible for providing leadership and support to the Cultural Services division. This role includes the recruitment, training, development, and supervision of staff, as well as succession planning to ensure the continuity and success of cultural programs and services. The Assistant Manager will oversee service delivery standards and support the Manager in handling performance management and labor relations specific to Cultural Services. The role also involves mentoring staff and facilitating professional development to maintain a motivated and skilled workforce.

A key aspect of this position is contributing to the long-term strategic planning for Cultural Services within the Parks, Recreation, and Culture Department. The Assistant Manager will lead the development and implementation of cultural programs and initiatives, working closely with various stakeholders, including artists, cultural organizations, community groups, and government entities, to create and sustain vibrant cultural activities that meet community needs. In addition, this role will ensure the promotion and visibility of cultural initiatives through effective marketing and outreach efforts.

Key responsibilities include participating in budget preparation and monitoring financial performance. The Assistant Manager will manage budget estimates, track revenues and expenditures, approve invoices, and make purchase recommendations to ensure financial accountability. The Assistant Manager will seek additional funding opportunities through grants, sponsorships, and partnerships, while also ensuring that grant funds are managed in compliance with funder requirements. This includes preparing progress, financial, and final reports for funding organizations.

The Assistant Manager will play an important role in community engagement, acting as a liaison between the department and the public. This includes responding to customer service inquiries and complaints, addressing community cultural needs, and promoting cultural services through public speaking, media relations, and the creation of marketing materials. The Assistant Manager will also oversee the development of promotional strategies to raise awareness of cultural programs and events, ensuring a strong connection between the department's offerings and the community's interests.

Required Skills and Abilities:

- Knowledge of best practices and application of hiring, recruitment and training methodologies
- Ability to provide leadership and direct supervision to supervisors and support staff in annual performance reviews, training and development, mentorship, coaching while ensuring alignment with the department and area strategic plans
- Experience supervising staff in a unionized environment, and responding to, resolving and actively participating in Human Resources and labour relations issues
- Ability to prepare accurate written correspondence, reports, memos and presentations that may include public and senior management
- Ability to establish and maintain effective working relationships, and to deal effectively and courteously with staff, the public, schools and Community user groups
- Ability to identify problems or issues and develop effective solutions, resolve complex problems, and gain cooperation among interested groups
- Strong organizational and project management skills.
- Ability to analyze and monitor operating budgets using PeopleSoft and to allocate resources accurately
- Strong computer skills including proficiency with Microsoft Word, Excel and Outlook along with experience using Xplor Recreation
- Knowledge of marketing strategies and promotional techniques.
- Ability to work collaboratively with diverse groups and individuals
- Ability to multitask and manage multiple projects simultaneously
- Strong interpersonal and communication skills

Desirable Training and Experience

- University degree in a relevant field such as Arts Administration, Cultural Studies, Public Administration
- Experience in grant writing and administration considered an asset

Required Qualifications

- Minimum of 5 years of progressive supervisory experience in cultural program development, event planning, or a related field, preferably in a unionized environment
- A valid Class 5 BC Drivers' License

This position requires evening and weekend work.

The City of Delta provides a competitive salary of \$99,050 - \$118,118 (commensurate with experience); and an excellent benefits package including Municipal Pension Plan as well as an earned-days-off system. Interested applicants are requested to apply online at www.delta.ca/employment, to competition #24-247 EX by **October 31, 2024**.

At the City of Delta, we are committed to recruiting and retaining a diverse workforce that is representative of our community, providing equal opportunity and fostering an inclusive workplace where our individual differences are recognized, valued and celebrated.

We thank all applicants for their interest; only those under consideration will be contacted.

Copies of relevant professional certificates, degrees, or tickets must be submitted with your application.

Preferred candidates will be required to submit a Police Information Check