

## **Job Opportunity**

### **Cultural Programming Assistant** (Full-time/Permanent)

The City of Summerside has an exciting employment opportunity for a person who has a passion for cultural programming, an in-depth knowledge of the City's rich history and a passion for working with community. The position of Cultural Programming Assistant is a full-time permanent position working 40 hours per week, with flexible daily hours that correlate with program delivery.

**Duties include:**

- Assisting in the development, coordination and implementation of various arts, heritage and cultural programs with an emphasis on superior customer service.
- Assisting with initiating plans and opportunities for increased use and engagement with Culture Summerside's programs and services.
- Developing working relationships with various artists, volunteers, and community stakeholders.
- Carrying out advertising and promotional tasks for cultural programs and events, including graphic design work.
- Assisting with revenue generating opportunities.
- Assisting with the development of grants, reports and presentations.
- Conducting updates to Culture Summerside websites and social media platforms.
- Collecting and maintaining program statistics and survey information.
- Preparing seasonal grant applications and reporting for such programs as Young Canada Works, Canada Summer Jobs, Jobs for Youth.
- Supervising, mentoring and training summer student staff.
- Delivering museum interpretive tours when required.
- Additional duties as assigned.

**Required Qualifications and Competencies:**

- Diploma or undergraduate degree in at least one of the following fields: Fine Arts, Arts Administration, Cultural Resource Management, Museum, Heritage or Anthropology Studies.
- A minimum of 3 years' experience in the arts, heritage and cultural sectors coupled with specific experience in program delivery and the supervision of employees and volunteers.
- Must have knowledge of museum operations and be able to work under limited supervision and direction.
- Must have exceptional organizational and communications skills.



- Must have a valid drivers' license and vehicle.
- Must hold a valid PEI approved Food Handlers Certificate and Beverage Server Certification or be able to obtain within 3 months of commencement.
- Must have experience and comfort with public speaking and possess excellent communication skills.
- Must have a passion for cultural programming and working with diverse community stakeholders.
- Must possess a desire for excellence, innovation, and leadership. Must be a creative and strategic thinker with knowledge and interest in local history and culture.
- Must be proficient in the operation of computers, including the use of Microsoft Office and graphic design software.
- Bilingual skills would be considered an asset

The City of Summerside offers a superior work environment along with an attractive benefits package, including a defined benefits pension plan, comprehensive medical/dental coverage, an employer paid EAP program and 3 weeks of vacation to start.

**Salary Range:** \$52,409 – \$58,464

Applicants are invited to submit a confidential **cover letter & resume** outlining their qualifications and reasons for interest in the position via email with "Cultural Programming Assistant" in the subject line to: [jobs@summerside.ca](mailto:jobs@summerside.ca)

**Deadline to apply is Monday, April 14 at 12 noon**

We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.