

TEAM LEADER, ARTS PROGRAMS AND EVENTS

Position ID: J0625-0205

Job Type: Full Time

Department: Culture and Event Services

Number Of Positions: 1

Min Salary: \$48.36/Hour

Max Salary: \$60.45/Hour

Closing Date: July 11, 2025

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 of Arts Programs and Events reports directly to the Manager of Culture, Heritage, and Events and is responsible for overseeing city-led arts programs and special events, managing community facility operations, and directing visual and public art programs. The Team Leader will ensure the smooth operation of community facilities and events including but not limited to Town and Country Centre, Bert Church LIVE Theatre, and Inspire.

Responsibilities include:

- Provide strong leadership to direct reports, delivering continuous coaching and mentoring through celebrating successes, constructive feedback, and empowering employees to achieve their goals
- Lead the development and implementation of city-led arts programs and events, including visual and public, that enrich Airdrie's artistic landscape and elevate the city's vibrant event scene
- 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
- Manage and optimize staffing models to ensure operational excellence across the Town and Country Centre, Bert Church LIVE Theatre, Inspire, and Multi-Use Facility spaces
- Create and implement standard operating procedures for your areas of responsibility to ensure alignment with Council Policy, seamless service delivery, and optimal resource utilization
- Manage the permitting process for community led events, ensuring compliance with bylaws, provincial regulations and facilitating successful event execution on municipal owned lands
- Foster meaningful connections with internal and external stakeholders by cultivating collaborative and professional relationships
- Identify best practices and solutions related to customer service and address escalated concerns, problems, and complex issues in a timely manner
- 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
- Manage contracts and service agreements with service providers to ensure adherence to Procurement Policies
- Deliver presentations and reports to the Executive Leadership team, City Council, and other committees as required

You Bring:

- Post-secondary education in Business, Arts Administration, Event Management, or a related field required
- Six-Sigma approach to process improvement is considered an asset
- Certificate in Art Studies considered an asset
- 5+ years of leadership experience leading teams to achieve organizational goals, foster collaboration and drive success
- Demonstrated experience in planning and executing both small and large-scale events including managing logistics, coordinating with vendors, and overseeing event staff
- Municipal experience considered an asset
- Expertise in driving service delivery improvements through best practices, procedures, and process implementation
- Experience in managing departmental budgets, ensuring financial efficiency and accountability
- Proven track record in strategic planning and execution
- Proficiency in Microsoft Office
- Ability to coach and mentor a team, creating an environment that promotes positivity
- Proven ability to collaborate effectively with colleagues at all levels and external stakeholders
- Excellent interpersonal skills for influencing and building collaborative relationships
- Demonstrated ability to make sound decisions and navigate complex, high-priority challenges effectively
- Skilled in navigating ambiguous environments
- Proven ability to implement positive changes and develop new processes
- Exceptional written and verbal communication skills, including report preparation and public presentation skills
- Skilled in report writing and impactful presentations

We Offer:

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

- Excellent and comprehensive health, dental, paramedical and benefits plan
- First-in-class pension plan
- Career development and tuition reimbursement
- Employee discounts, annual adult fitness (Genesis Place, Airdrie) 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 appreciated for their efforts and our overall benefits package reflects that.

Additional Information:

This is a full time position working 37.50 hours per week which includes a comprehensive benefits and pension package.

You may be required to work days, evenings, weekends, and/or late nights.

This role may overlap with the responsibilities of the Team Leader, Culture and Heritage. As departmental roles evolve, there may be shifts in responsibilities between departments, necessitating cross-departmental collaboration.

Next Steps:

Candidates are invited to apply online at www.Airdrie.ca. We only accept resumes and additional application documents through our online recruitment system. In person applications, email or other online forms will not be considered.

Postings close at 9 p.m. on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.