

Township of Langley

Job Title:	Arts and Culture Leader
Competition Number:	25-U143
Employment Type:	Regular Part-Time
Pay Rate:	\$30.70 – \$36.08 (five steps, 2024 rates) plus benefits
Hours of Work:	22 hours per week; Monday to Thursday in between the hours of 9:30am – 4:00pm; Non-standard work hours and/or non-standard work weeks
Competition Opening Date:	October 16, 2025
Competition Internal Closing Date:	October 24, 2025
Competition External Closing Date:	October 30, 2025

Job Overview

The Township of Langley is currently recruiting for a regular part-time **Arts and Culture Leader** to join our team of professionals in the Recreation, Arts and Culture Division, Arts and Culture Programs and Services Department. Reporting to the Education Programs Curator, in this unionized position you will assist in planning, developing and scheduling arts, cultural, heritage and ecological programs and services and directing the implementation of program activities. This position will appeal to applicants who are detail oriented, enjoy working in a fast-paced environment and are committed to excellence in customer service.

Responsibilities

- Assist in planning, developing, and scheduling programs, services and special events
- Assign and supervise the work of auxiliary staff and volunteers and provide orientation and training
- Promote interest and participation in activities and prepare promotional material for programs and events
- Enforce rules, regulations and ensure that standards of behaviour and safety are maintained in the facility
- Maintain and update program information in the registration system
- Perform related work as required

Qualifications

- Completion of a two-year program in Recreation or Arts and Culture at a recognized Post Secondary Institution and some related community recreation or arts and culture experience or an equivalent combination of training and experience
- Sound knowledge of the recreation, arts and culture needs and interests of the community
- Ability to supervise the work of employees/volunteers and participate in employee evaluation and recruitment
- Ability to prepare and maintain documents including records, reports, publicity and promotional material

This position is defined by the Township of Langley as a position of trust and requires a Police Information Check (not required as part of the application process, however, will be required upon consideration for employment).

Required Certifications/Licenses

Candidates **must** have the following valid and **current** certifications/licenses (must be valid at the time the posting closes) and these **must** be attached with your application.

- BC Class 5 (full privilege) Driver's License. You must include with your application a current **Personal Driving Record (select the 5-year option if obtaining online)** that has been obtained within 6 months of the closing date. To obtain a copy of your **Personal Driving Record**, please contact ICBC directly or the driving authority where you reside. Please note that a copy of your Driver's License and the Driver Factor Report **will not** be accepted.
- Emergency First Aid and CPR C/AED Certification

Applications without the attached required documents above will be deemed incomplete and may not be considered. Please title your attachments with the number of this competition and have these documents ready to upload when you apply.

Apply Now

Visit tol.ca/careers to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

We appreciate all applications; however, only short-listed candidates will be contacted for an interview.