



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

Vacancy: Temporary Full-Time Cultural Development Coordinator - Up to Sixteen (16) Months **Job ID:** J0826-0261

Department: Economic & Development Services **Branch:** Economic Development Services

Location: Civic Recreation Complex, Oshawa, ON.

Posting Start Date: 2026/09/02 **Posting End Date:** 2026/09/16 by 4:30pm

Employment Group: 251 **Salary Grade:** 8 – \$39.95 - \$44.38 per hour

Standard Weekly Hours of Work: 36.25 **Shift Work Required:** No

Reporting to the Supervisor, Cultural Development, the Cultural Development Coordinator provides and fulfills responsibilities of the unit relating to the enhancement and development of cultural initiatives found in the Cultural Plan. This position supports the Culture related activities of the branch including stakeholder relations, developing the cultural sector, creating and executing communication strategies, and overseeing the public art program.

Responsibilities:

- Coordinate, implement and deliver services, programs, events and projects related to Culture Counts: Oshawa's Arts, Culture and Heritage Plan
- Support activities of the Cultural Leadership Council
- Support the development of policies and procedures to support arts, culture and heritage
- Support the research, completion and submission of grant applications and funding opportunities to support Cultural Development
- Coordinate Cultural Resources database
- Coordinate communication tactics
- Coordinate the City's Public Art Policy and Program
- Coordinate human resources functions, including recruitment, hiring, training, and scheduling of part time staff, students and volunteers
- Assist in developing and monitoring budgets
- Support and demonstrate the City of Oshawa core values of Authenticity, Courage, and Trust
- Perform other related duties as assigned

Requirements:

- Completion of a four (4) year university degree in Cultural Studies, Cultural Planning, Art History, Arts Administration, Heritage, History, Public Administration, Economic /Cultural Development or related field, plus four (4) years of progressive work experience in the Arts, Culture and Heritage field in a municipal or government setting, or an equivalent combination of education and relevant experience
- Knowledge of policies, issues and trends related to cultural planning, arts, culture and heritage development and best practices
- Knowledge of municipal government practices and procedures
- Training and Skills in Project Management, Strategic Planning, Facilitation, Community
- Development, Cultural Planning, Volunteer Management, Public Relations and Leadership are strong assets
- Excellent written and verbal communication and interpersonal skills to deal effectively with volunteers, the general public and staff
- Established skills and experience using PC equipment, related software (i.e. Microsoft Office Suite) and social media and web applications
- Ability to work independently and possess personal qualities of tact, diplomacy and patience
- Ability to work irregular shifts, including evenings, holidays and weekends
- Possession and maintenance of a valid unrestricted Ontario Driver's Licence, minimum Class "G". Use of own vehicle is required
- Possession of current First Aid and CPR or the ability to obtain

As a condition of employment, the City of Oshawa will require successful candidates to provide a Criminal Records Check with Vulnerable Sector Search.

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

Applicants who are currently employed by the City of Oshawa are asked to clearly indicate their status as an internal applicant in their application. Please ensure that you check your email regularly to receive any correspondence.

The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.