



Job Posting: #2022-08

Job Title: Manager of Cultural Services

Department: Cultural Services

Reports To: Clerk/Director of Community Services

Directly Supervises: Museum Services Coordinator, Cultural Services Assistant, Box Office Attendants and Production Coordinator.

Status: Full-time Permanent

Hours per Week: 35

Salary Range: \$73,869.00 to 89,788.00 (pending 2022 salary wage grid)

Application Due Date: Monday, January 31, 2022

Position Summary

This position provides management, leadership, and promotion of activities to support arts and culture services in the Municipality, including Meaford Hall Arts & Cultural Centre and Meaford Museum.

Role Specific Duties and Responsibilities

Management & Leadership:

1. Provide overall leadership to the Cultural Services team, management of direct reports and human resources administration which includes:
 - a. work planning, scheduling, payroll processing and assessment of staffing needs;
 - b. hiring/promotion, staff development, coaching/mentoring and conducting performance management reviews;
 - c. conflict resolution, discipline and termination recommendations;
 - d. authorizing overtime and leaves of absence;
 - e. promote shared team goals and collaboration among members.
2. Accountable to ensure staff are knowledgeable of applicable health and safety legislation, are trained to act appropriately in emergency situations, practice safe program delivery, and operate equipment and materials safely utilizing safe work practices. Ensure that documented procedural information is available and that necessary reports/follow-up to near misses and incidents are completed in a timely manner and reported accordingly.
3. Prepare business plans, annual operating and capital budgets pertaining to Cultural Services in consultation with the Director of Community Services. Monitor overall performance of Cultural Services against the business plan and budget, including authorization of expenditures. Prepare operating and capital budget variance reports and corrective actions as required. Administer/monitor the approved annual budget including authorization of expenditures.
4. Prepare and assist in the preparation of reports and recommendations for

Council. Attend Council, Committee, community and other public meetings and events as required. Make presentations and provide advice/guidance on Cultural Services related issues and strategies, new/pending legislation and regulatory guidelines. Initiate actions required by Council and coordinate and monitor assigned tasks emerging from meetings as directed by the Clerk/Director, Community Services.

Cultural Services Development:

1. Develop and maintain Strategic Plans for Meaford Hall and Meaford Museum.
2. Lead and oversee collaboration with community groups to prompt ideas and suggestions for continuous improvement to Cultural Services.
3. Oversee d museum services, ensuring that the services meet Council directions and provide excellent customer service.
4. Develop, review and revise divisional policies and procedures, service levels and standards/performance measures, administrative processes and statistical information.
5. Act as a liaison and/or resource to municipal departments and community organizations to promote Cultural Services, foster partnerships and maximize usage of the facilities. Liaise with Meaford Culture Foundation, Meaford Chamber, BIA and other community partners to promote tourism in Culture. Develop and update current cultural and heritage program resources and interests within the community.

Meaford Hall Promotion and Operations:

1. Plan, execute and promote community arts, cultural programs and events at Meaford Hall.
2. Develop new programming to maximize the use of Meaford Hall for community groups and the public to meet needs and maximize potential usage of the facility.
3. Work in partnership with other departments and stakeholders to market and promote Meaford Hall. Oversee the development and updating of marketing, promotional and program information/materials and resources.
4. Responsible for all performances at Meaford Hall including programming scheduling, supervising of technicians, ticket sales and ticket distribution for events.
5. Identify marketing and audience development strategies.
6. Develop and administer grants and sponsorship from public and private agencies including the Meaford Culture Foundation.

General Duties and Accountabilities

1. Provides and maintains a high degree of confidentiality and security of information at all times.

2. Perform other duties as assigned in accordance with department and corporate objectives.
3. Work in compliance with the *Occupational Health and Safety Act*, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.

Required Certifications and/or Health and Safety Requirements

1. N/A

Education, Skills and Experience

1. Diploma or Degree in Marketing or Business Administration or related field.
2. 3 years' of experience in a management/supervisory capacity, preferably in a theatre/performance venue environment. Proven experience in marketing, programming, economic development, event planning and fundraising.
3. Strong communication (written, oral and interpersonal), organizational, public relations and customer service, flexibility, ingenuity, and time management skills.
4. Ability to deal effectively with staff, all departments, other levels of government, contractors, architects and/or consultants, community groups/stakeholders, volunteers and the general public.
5. Familiarity with liquor laws and relevant legislation and the Occupational Health & Safety Act; understand and abide by applicable fire regulations.
6. Demonstrated ability to build and maintain an effective team of employees and volunteers.
7. Ability to maintain confidentiality, be tactful in all dealings, be self-motivated and work effectively alone or in a team environment.
8. Thorough working knowledge of Microsoft Windows and Office applications is required.
9. Ability to attend evening and weekend meetings, events or productions, as required.

Physical Demands and Working Conditions

- Physical demand requires some computer usage, considerable sitting, standing and walking and some lifting of up to 18 kg. Work is conducted in an open office environment with some exposure to criticism from the public.
- Normal hours of work are 35 hours per week. Required to work hours outside of the regular operating hours (8:30 a.m. to 4:30 p.m. Monday to Friday). Evening and weekend shifts will occur as required.



Contacts and Interactions

- Communicates regularly with administrative, technical and box office staff, Committee and Board members, Municipal staff, visitors, patrons, artists, musicians and theatre groups, community groups, facility rental contacts, and the general public.

Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume quoting Job #2022-08 by Monday, January 31, 2022 to:

jobs@meaford.ca

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact jobs@meaford.ca.