



Cultural Services Associate POSTING No. 202031

Come join our team! We are looking for a candidate that shares our corporate values of Honesty, Excellence, Team, Fun, Creativity and Respect. These values are second nature for the successful candidate and are demonstrated in their work and interactions with colleagues and the community. Under the supervision of the Culture Days Producer & COVID-19 Recovery Program Coordinator, this position will assist with the delivery and development of cultural programs, events and plans. This position contributes to making Halton Hills one of the best places to live, work, play and invest

This position is made possible with the support of **Canada Summer Jobs** and **Summer Experience Program**. Applicant requirements for this program are below.

Accountabilities:

- Supports planning and implementation for local Culture Days celebrations (September 25 – October 25)
- Assists Culture Days' activity organizers with planning activities, registration and marketing
- Supports Culture Days volunteers and participates in the Culture Days Committee
- Develops evaluation measures to track the impact for the new format of Culture Days & COVID 19 Recovery Programs
- Collects, analyzes and reports on impact data including creating graphic representations of data
- Creates a variety of communications materials including: press releases, social media posts, and website content to promote cultural activities
- Assists with the development of marketing materials
- Conducts outreach to the cultural sector
- Coordinates with other municipal departments and local stakeholders
- Responds to public inquiries into local cultural offerings and ensures the highest standard of customer service for internal and external customers
- Performs other job related duties as required

You possess:

- Recent graduate (within 6 months) or current enrollment as a full or part-time student at a Post-Secondary Institute, with a focus in Event Management, Arts Administration, Cultural Management, Cultural Studies, Museum Studies, Tourism Management, Cultural Planning, Community Art, or Communication and Marketing
- Excellent customer service skills and superior communication skills
- Strong attention to detail, organizational and prioritization skills
- Knowledge of Microsoft office, including Excel, Word and Outlook
- Proficiency with graphic design and photo editing software considered an asset
- Communications experience including developing content for a professional organization is an asset

- Experience with evaluation process, analytics and data management is considered an asset

In addition to these qualifications, the candidate must meet the following criteria required for this grant funded placement:

- Between 15 and 24 years of age (inclusive) at the start of employment;
- A recent graduate (within 6 months) or currently enrolled as a full or part-time student of a post-secondary institution;
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with the relevant provincial or territorial legislation and regulations.

Compensation: The rate for this position is \$15.44 - \$16.59 per hour.

Notes:

- Preferred Start Date: August 4, 2020
- This position has been approved for 15 weeks of work through grant funding
- As this is a full time position extending into the fall the ideal applicant is a recent graduate or a returning post-secondary student with a fall work placement or coop requirement.
- For recruitment process efficiency, this opportunity is being posted both internally and externally with priority being given to a suitable and qualified employee on declared emergency leave

Application: Qualified candidates may submit a detailed cover letter and resume in confidence to the Town by 9:00 a.m., July 21, 2020. Please quote Posting No.202031 on your cover letter.

Email: humanresources@haltonhills.ca

This opportunity has been made possible by the federal **Canada Summer Jobs Program** and **Government of Ontario's summer employment program known as the 2020 Summer Experience Program**. This program is sponsored by the Ministry of Citizenship and Immigration, Ministry of Heritage, Sport, Tourism, Culture Industries, Ministry of the Status of Women, Ministry of Seniors Affairs and the Ministry of Government and Consumer Services.

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Manager of Human Resources.

1 Halton Hills Drive, Halton Hills, Ontario L7G 5G2

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