



# SQUAMISH

HARDWIRED *for* ADVENTURE

*The District of Squamish is located in the unceded traditional territory of the Skwxwú7mesh Úxwumixw (Squamish Nation). We offer gratitude to the Skwxwú7mesh People who have lived on these lands since time immemorial.*

## Manager of Cultural Services *Permanent Full-Time*

The District of Squamish is seeking a permanent full-time Manager of Cultural Services to lead the Districts' interests in Cultural Services including Public Art, Community Grants, Community Events and Filming by building and maintaining relationships with community and cultural groups and other government entities. This role is a direct link to internal District of Squamish departments, acts as a resource for arts and cultural groups, community granting organizations, event organizers and the film industry, and supports the advancement of the Arts, Culture, and Heritage Strategy.

### *What we're looking for:*

- ❖ A natural collaborator who builds team commitment and spirit
- ❖ A creative problem solver and decision maker who identifies and considers options to solve a problem or issue
- ❖ An inclusive leader who promotes a diverse, equitable and inclusive organization
- ❖ A strategic networker who proactively establishes connections
- ❖ A manager of change who delivers solid results consistently

**Who you are:** Our ideal candidate will possess a Degree in Recreation Administration, Fine Arts, Public Relations, Communications or related field, 3-5 years of progressive experience working in a supervisory level; 1-3 years of management experience is an asset. In addition, we are looking for a leader with experience with public art, permitting, community grants, local government processes, policy writing, developing internal processes and management of community relationships.

**Who we are:** The District of Squamish is a progressive and growing community. Our friendly, small-town setting, spectacular natural environment, thriving arts, culture and heritage scene and world-class recreational opportunities offer an incredible live-work-play lifestyle that few places can beat.

We are a team of fun-loving yet highly dedicated and hardworking professionals who are committed to continuous learning, improvement, and excellence in service to our citizens - and so is our ideal candidate.

**Our Vision:** Our organization is a thriving community, serving the thriving community of Squamish.

**Our Mission:** We lead, facilitate and partner to ensure a liveable and sustainable Squamish.

**Our Core Values:** Respect, Integrity, Connection, Progress

**Think you would be the perfect fit?** Then come work with us at the District of Squamish! In addition to a competitive salary (\$94,811.94 - \$104,188.94), the District of Squamish also offers a comprehensive benefits package, one of Canada's top pension plans – the Municipal Pension Plan, as well as a fortnight schedule (70 hours bi-weekly) which allows for an earned day off every second week.

A complete job advertisement can be viewed below.

This is an exempt position and is excluded from Union membership.

Please submit your cover letter and resume quoting competition **#24-154** to:

Human Resources

District of Squamish

37955 Second Avenue, P.O. Box 310, Squamish, BC V8B 0A3

E-mail: [jobs@squamish.ca](mailto:jobs@squamish.ca)

Application deadline: January 7, 2025



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## External Job Posting

<b>Position:</b>	<b>Manager of Cultural Services</b>
<b>Status:</b>	Regular Full-Time
<b>Work Area:</b>	Recreation
<b>Posting Date:</b>	December 17, 2024
<b>Closing Date:</b>	January 7, 2025

## GENERAL SUMMARY

Reporting to the Director of Recreation and Culture, the Manager of Cultural Services leads the District's interests in Cultural Services including Public Art, Community Grants, Community Events and Filming by building and maintaining relationships with community and cultural groups and other government entities. This role is a direct link to internal District of Squamish departments, acts as a resource for arts and cultural groups, community granting organizations, event organizers and the film industry, and supports the advancement of the Arts, Culture, and Heritage Strategy.

## KEY RESPONSIBILITIES:

- Contributes to the success of our team and creation of our thriving community, by fostering the District of Squamish corporate values in their work; Respect, Integrity, Connection and Progress.
- Leads the implementation of the Arts, Culture and Heritage Strategy.
- Manages the District's Public Art Program, including the acquisition of public art, maintenance of the current collection, promotion of public art, and maintaining records.
- Administers the Community Grants Program and works with community partners to ensure policy alignment.
- Manages the District's Film and Event permitting process which includes overseeing risk management and impact mitigation.
- Manages internal Special Event Permit review team and Special Events Advisory Group.
- Provides advice and guidance internally on incorporation of arts and culture in District projects.
- Develops and maintains public partnerships to enhance and efficiently deliver services that align with District strategic priorities, master plans, strategies and policies.
- Manages communication and works with community partners to promote and inform the public about upcoming arts and cultural experiences, community grants, filming impacts, and community events.
- Establishes, monitors, guides and ensures effective working relationships with external stakeholders and internal departments both within and on behalf of the District.
- Prepares reports and delivers presentations to Council and public meetings.
- Develops and maintains policies and procedures related to arts and culture and ensures they are updated and communicated to staff and the public as required.
- Provides leadership, direction, evaluation and supervision of onsite clerical employees within the Cultural Services department.
- Is responsible for hiring, disciplining, laying off, and terminating employees.
- Fosters the effective utilization of employee performance through coaching, development and motivation.
- Manages the budget for the department and prepares annual work plans and performance reports.

## KEY COMPETENCIES

- Collaboration – Building team commitment and spirit
- Creative Problem Solving and Decision Making – Identifying and considering options to solve a problem or issue
- Diversity and Inclusion – Promoting a diverse, equitable and inclusive organization

Managing Change – Following through on change initiative

- Relationship Network Building – Proactively establishing planned networks to address specific issues
- Resilience – Delivering results consistently over a time



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## REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Proven ability to demonstrate strong interpersonal and communication skills; ability to work effectively with a wide range of internal and external contacts.
- Proven ability to effectively manage and lead staff, project teams, and advisory groups.
- Knowledge of local government framework, including bylaws, policies and procedures.
- Strong business acumen and sound knowledge of advanced business management principles and best practices.
- Shows political astuteness when dealing with stakeholders and Council members.
- Ability to project manage independently, with minimal supervision.
- Ability to retain confidential information.
- Clearly present written and verbal information; writes with clarity and purpose; communicates effectively in both positive and negative circumstances.
- Exceptional communication skills: ability to speak effectively in public through formal and informal meetings, presentations and reports.
- Excellent organizational skills, the ability to perform multiple duties simultaneously with deadlines.
- Experience working diplomatically with diverse groups.
- Sound knowledge of the interests and functions of groups and agencies, including: governmental bodies, film industry, local not-for-profits and advocacy groups.
- Availability to work evenings and weekends, when necessary.
- Advanced computer skills in Microsoft Word, Powerpoint, Excel and Outlook.

## REQUIRED TRAINING, EDUCATION AND EXPERIENCE

- Bondable
- Degree in Business Administration, Fine Arts, Public Relations, Communications or related field;
- 3-5 years of progressive experience working in a supervisory level; 1-3 years of management experience is an asset
- Experience with public art, permitting, community grants, local government processes, policy writing, developing internal processes; and management of community relationships;
- Valid BC Driver's License

OR

- An equivalent combination of education, training and experience.

### Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.

**Hours of Work:** 70 hours biweekly, with a compressed work week (9 day fortnight schedule).  
Some flexibility is required to work outside of regular working hours.

**Salary:** Salary range: \$94,811.94 - \$104,188.94, as well as a comprehensive benefits package.

This is an exempt position and is excluded from the Union.

[Click here to apply.](#) If you encounter any issues with the form, please submit your resume and qualifications by email to [jobs@squamish.ca](mailto:jobs@squamish.ca) (**Quoting Competition #**) **To: #24-154** or submit your paper application to:

Human Resources

District of Squamish

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*As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence [jobs@squamish.ca](mailto:jobs@squamish.ca) and include Accessibility in the subject line. We thank all applicants for applying.*