

## Job Opportunity

### Cultural Programmer (Full-time/Permanent)

The City of Summerside has an exciting employment opportunity for a person who has in-depth knowledge of the City's rich history and who also has a passion for cultural development and programming. The position of Cultural Programmer is a full-time permanent position working 40 hours per week, with flexible daily hours that correlate with program delivery.

**Duties include:**

- Developing, coordinating and implementing various arts, heritage and cultural programs in accordance with stated objectives of Culture Summerside, the needs and interests of the citizens of Summerside, and with an emphasis on superior customer service.
- Researching and securing resources for program development and delivery in the community, including grant and proposal writing and reporting, partnership development and sponsorships.
- Initiating plans and opportunities for increased use of and engagement with Culture Summerside's programs and services.
- Preparing news releases, advertising and promotional content regarding cultural programs and events.
- Taking a leadership role in the development and installation of exhibits.
- Promoting the use of public spaces for public art, cultural performances, festivals, and exhibitions.
- Maintaining related records and statistics for programs and aiding in the development of reports.
- Supervising, training, evaluating, and motivating part-time programming staff as well as developing working relationships with various artists, volunteers, community stakeholders and providers of cultural services.
- Assisting in budget control and the generation of revenues.
- Additional duties as assigned.

**Required Qualifications and Competencies:**

- Diploma or undergraduate degree in at least one of the following fields: Fine Arts, Arts Administration, Cultural Resource Management, Museum, Heritage or Anthropology Studies.
- A minimum of 5 years' experience in the arts, heritage and cultural sectors coupled with specific experience in program delivery and the supervision of employees and volunteers.



- Must have knowledge of local history and culture, a passion for cultural programming and working with diverse community stakeholders as well as an intermediate knowledge of museum operations.
- Be a creative and strategic thinker, with the ability to identify “outside the box” program opportunities.
- Possess a desire for excellence, innovation, and leadership.
- Able to work under limited supervision and direction.
- Possess exceptional organizational and communications skills.
- Must have experience and comfort with public speaking.
- Must have a valid drivers’ license and vehicle.
- Must hold a valid PEI approved Food Handlers Certificate and a Responsible Beverage Server Certificate or be able to obtain within 3 months of commencement.
- Be proficient in the operation of computers, including the use of Microsoft Office software.
- Bilingual skills would be considered an asset.

The City of Summerside offers a superior work environment along with an attractive benefits package, including a defined benefits pension plan, comprehensive medical/dental coverage, an employer paid EAP program and 3 weeks of vacation to start.

**Salary Range:** \$64,764 – \$70,819

Applicants are invited to submit a confidential **cover letter & resume** outlining their qualifications and reasons for interest in the position via email with “Cultural Programmer” in the subject line to: [jobs@summerside.ca](mailto:jobs@summerside.ca)

**Deadline to apply is Monday, March 17 at 12 noon**

We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.