

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT (TOURISM & CULTURE DIVISION – LOCATION – 77 JAMES STREET NORTH)

CULTURAL PROJECTS SPECIALIST- CUPE 5167

SUMMARY OF DUTIES

Reports to the Manager, Creative Industries and Cultural Development and provides project support to the Manager of Placemaking, Public Art and Projects as needed. Responsible for providing overall support to the development and implementation of a variety of creative industry, animation, placemaking and cultural sector projects for the Division. Projects include Tourism and Culture Division led strategies, policies and planning initiatives as well as the development, implementation and evaluation of community focused placemaking and animation programs, creative industry events such as the annual musicians' conference and creative and cultural sector professional development opportunities. Provides Divisional representation on external Department/Corporate Teams as assigned. The Cultural Projects Specialist has a strong collaboration role with Managers and staff from the Tourism and Culture Division, staff from other City Departments and community and sectoral stakeholders in a variety of cross-functional teams.

GENERAL DUTIES

Works with Divisional Managers, Divisional staff and with community stakeholders as required to research, initiate, develop, implement and evaluate culture based short term and ongoing projects and programs using public and sector consultation processes as appropriate.

Works with Divisional Managers and with community stakeholders to build the creative industry and cultural sectoral capacity.

Works with Divisional Managers in the development of RFP's, terms of references, project charters, project workplans and critical paths, communication and consultation plans, draft reports and other supporting documentation and processes related to the completion of section led strategies, policies, programs, projects and planning initiatives.

Participates in the evaluation, selection, and monitoring of contracted consultants related to sectional initiatives.

Provides support in maintaining ongoing communications with contracted consultants and in the documentation and administration of contracted work.

Identifies opportunities for the City to submit annual or one-time relevant sectoral award applications. Completes and submits the appropriate documentation within the applicable deadlines.

Supports interdepartmental and/or volunteer Steering Team responsibilities and activities related to Section led strategies, policies, plans, projects and planning initiatives.

Collaborates in the planning, implementation, and evaluation of public consultation opportunities to support Division led initiatives. Public consultation opportunities may include the implementation of open houses, focus groups, web based applications, surveys and other methodologies as deemed applicable.

Collaborates in the development and delivery of briefing notes, project updates, internal and external presentation, and formal reports to City management and internal and external stakeholders.

Records, maintains and coordinates the distribution of correspondence e.g. agendas, meeting minutes, general communications and documentation related to designated section based Divisional, Departmental and Corporate initiatives.

Investigates and identifies areas in need of research which support specific section focused Divisional, Departmental and Corporate goal setting and service delivery initiatives.

Conducts literature searches, research and analysis related to culture from sources such as Statistics Canada, UNESCO, Creative City Network, and other relevant agencies and libraries to support and inform section based Divisional, Departmental and Corporate initiatives.

Assists in the design, development, implementation, and analysis of assessment and measurement tools utilizing available methods and technology. Collects, analyzes, evaluates and interprets data information/findings to identify user needs, trends, and to support and inform recommendations for improvement to existing section policies, programs and service delivery, and potential development opportunities.

Works with Divisional Managers to support the development and implementation of strategies and activities to address Divisional operational improvements and service delivery measurements.

Provides consultative advice on cultural projects to the Divisional Management Team as required.

Participates in the process of recording and monitoring related budgets for Tourism and Culture Division initiatives providing reports as required.

Participates in the process of building and maintaining sectoral and project contact and distribution lists.

Functions as the staff liaison to Tourism and Culture Division community or staff advisory committees as assigned

Works in accordance with the provisions of applicable health and safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Demonstrated knowledge and competence in supporting the development and implementation of creative industry and culture based initiatives normally acquired through a combination of a University degree or College Diploma in Cultural Studies, Social Sciences, Public Administration, or a degree in a related discipline, and a minimum of three years experience in culture, arts and heritage preferably within a Municipal setting.
2. Experience working with volunteer committees and community/sector stakeholders to develop and implement creative industry and culture- based projects.
3. Demonstrated project management skills, including the ability to develop, implement, monitor and evaluate critical paths, terms of reference, consultant workplans and reports, and other planning documents.
4. Demonstrated organizational skills and the ability to work within deadlines and competing priorities.
5. Demonstrated ability to work independently and collaboratively in a wide variety of staff and community/sector based teams.
6. Demonstrated analytical and strategic thinking skills.
7. Understanding of sectoral issues in the creative industry and cultural arts sectors, and demonstrated experience working to build capacity and expertise.
8. Excellent written and verbal communication skills, facilitation skills and presentation skills.

9. Strong research and statistical skills.
10. Political acumen with sound interpersonal skills and demonstrated good judgment.
11. Must possess a thorough knowledge and skills in Microsoft Office including Word, Excel, PowerPoint, Outlook and other web-based applications an asset.
12. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.

NOTE:

This position may be required to work nights and weekends, as well as staggered work hours to meet operational needs.