

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT **(TOURISM AND CULTURE DIVISION – LOCATION – 28 JAMES STREET NORTH, 2ND FLOOR**

SENIOR PROJECT MANAGER – PLACEMAKING & ANIMATION

OVERVIEW

Reporting to the Manager, Placemaking, Public Art and Projects, the Senior Project Manager Placemaking & Animation will lead, co-ordinate and manage the development of a variety of placemaking programs and projects including temporary art installations, community art, performances and animation programming that enrich and enliven public spaces for residents and visitors.

The Senior Project Manager – Placemaking and Animation will have a demonstrated understanding of the scope and contribution of culture and placemaking in a community, combined with a strong record of project management, community engagement and consultation experience. The Senior Project Manager will be self-motivated, highly collaborative, demonstrate creative problem-solving and a commitment to the curation, creation and implementation of a variety of placemaking initiatives that contribute to Hamilton's vibrancy and quality of life.

GENERAL DUTIES

Oversees all aspects of the planning and implementation of the City's placemaking initiatives in a variety of sizes, scale and mediums including temporary art installations, performances and animation-based programming.

Thinks creatively, demonstrates a passion for culture, placemaking and a commitment to initiatives that enliven public spaces for residents and visitors and enhance and improve Hamilton's liveability and overall quality of life.

Collaborates with the Manager, Placemaking, Public Art and Projects on the prioritization of placemaking projects and the allocation of appropriate financial and staff resources.

Develops project plans, work break-down structures, project resource planning including the identification of tasks, estimated costs, project schedules, milestones and any project team assignments.

Manages, monitors and reviews all project financials, project resources and project risk. Recommends procedures, maintains control and monitoring of projects to ensure projects are completed within the required schedule, within the approved budget and spending authority identifying any budget adjustments to the Manager, Placemaking, Public Art and Projects.

Takes a lead role and community engagement approach as appropriate to initiate, develop and implement a variety of placemaking opportunities and mediums.

Facilitates public meetings, information sessions, stakeholder consultation, focus groups, and/or internal project meeting/sessions.

Implements quality assurance standards, project methodology and management. Ensures the governance standards and project methodology are adhered to throughout the project life cycle.

Develops and maintains relationships with divisional and Departmental staff and supports the Manager, Placemaking, Public Art and Projects to identify and develop new opportunities where appropriate.

Prepares reports and correspondence and makes presentations to senior management, Council standing committees and the general public as required.

Develops and maintains project budgets, schedules and other planning tools. Prepares regular status reports for the Manager, Placemaking, Public Art and Projects.

Provides back up support to the Manager, Placemaking Public Art and Projects serving in an Acting Manager capacity as required.

Establishes, maintains and liaises with a network of municipal contacts, and continually liaises with other Divisions and Departments.

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 responsibilities of the position.

QUALIFICATIONS

1. Bachelor's degree in Cultural Studies, Business, Economic Development, Arts Administration or a related discipline pertinent to job functions combined with a minimum 3 years relevant business, sector or government experience in positions of similar responsibility.
2. Demonstrated skill in managing projects, project teams and financial management. Experience in program development, program improvement and operational management specific to the cultural sector would be considered an asset.
3. Relevant supervisory responsibility and experience in developing and leading culture and placemaking based initiatives preferably within a municipal setting.
4. Demonstrated ability to deal effectively and collaboratively with elected officials, business, cultural sector and community stakeholders, management, peers, and the general public.
5. Demonstrated ability to integrate access, equity and diversity approaches into project planning, consultation processes and content development.
6. Possess a high level of personal integrity and motivation, the ability to manage multiple projects, and excellent written and verbal communication skills are required.
7. Thorough knowledge of project management principles and practices, quality assurance and continuous improvement methodologies.
8. An effective communicator, both orally and written, honed through practical experience.
9. Highly developed ability to articulate and action a vision and to lead and inspire others.
10. Excellent organizational, time management and multi-tasking skills.
11. Strong working knowledge of process and performance measures and methodologies.
12. Strong computer skills. Must possess thorough knowledge of the current suite of Microsoft productivity tools, including PowerPoint, Excel and Word.
13. Must be able to work evenings and weekends as required.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
