



**Cultural Services Associate
Contract Position
POSTING No. 201926**

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 Cultural Development 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 the **Summer Experience Program**. Applicant requirements for this program are below.

Accountabilities:

- Supports planning and implementation for local Culture Days celebrations (September 27 – 29)
- Assists Culture Days' activity organizers with planning activities, registration and marketing
- Supports Culture Days volunteers and participates in the Culture Days Committee
- Supports and assists with the development of a new tourism offering - Cultural Assets Tours
- Inputs and corrects data into geomatic software
- 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
- Maintains Cultural Services website to ensure public is aware of local cultural offerings
- 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
- Experience with geomatic software considered an asset

- Communications experience including developing content for a professional organization is 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 or a 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 \$15.17 - \$16.30 per hour.

Note: This position is scheduled to be a summer contract, however if the successful candidate is available there may be an extension of an additional 12 weeks (working up to October 2019).

Application: Qualified candidates may submit a detailed cover letter and resume in confidence to the Town by 4:30 p.m., May 30, 2019. Please quote Posting No.201926 on your cover letter. Please apply using only **one** method of application below.

Mail:

Attn: Human Resources
Town of Halton Hills
1 Halton Hills Drive
Halton Hills, ON L7G 5G2
Posting No. 201825

Email: humanresources@haltonhills.ca (preferred)

This opportunity has been made possible by the **Government of Ontario's summer employment program known as the 2018 Summer Experience Program**. This program is sponsored by the Ministry of Citizenship and Immigration, Ministry of Tourism, Culture and Sport, 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