



Competition No:	<b>2022-14</b>	Duration:	May-October 2022 (20 weeks)
Close Date:	March 4 <sup>th</sup> , 2022 at 4:00 p.m.	Remuneration:	\$14.05 per hour
Position Title:	Summer Culture Programmer		
Department:	Culture, Recreation and Green Transportation	Hours of Work:	Up to 35 hrs/week

Located 20 minutes from Winnipeg, Selkirk is a vibrant small city with a hometown feel. Our close-knit community loves to celebrate, learn and explore in the company of good neighbours. All through the year, there are many opportunities to enjoy local talent, learn about our past and seek out new interests. The City of Selkirk is currently in search of a **Culture Programmer** to join our team. The lucky individual will assist with planning, preparation, and delivery of heritage or cultural related activities, special events sponsored or supported by the City of Selkirk.

**YOUR JOB DUTIES WILL INCLUDE:**

1. Administrative
  - Assist with planning and coordinating special events, such as but not limited to Selkirk Summer Concert Series, Canada Day, City of Selkirk float in the Fair and Rodeo Parade, Selkirk 140 programming and the Selkirk Market.
  - Source funding through sponsorships.
  - Source and recruit volunteers for Canada Day.
  - Write creative activity and event descriptions for marketing/social/web communications.
  - Identify and build partnerships with local organizations and businesses who want to be involved in special events.
  
2. Safety and Health:
  - Ensure work is performed in compliance with Manitoba Health and Safety Act and regulations and the City of Selkirk Safety Policies and Procedures.
  - Establish and maintain positive working relationships with employees at all levels of the organization, external contracts and the public, in accordance with the Respectful Workplace Policy.
  
3. Exceptional Citizen Service
  - Liaise with other local recreation and cultural groups in the development of summer projects.
  
4. Perform other related duties as may be assigned.

**SPECIFICATIONS/QUALIFICATIONS:**

1. Education, Knowledge and Experience
  - Completion of Grade 12 with additional post-secondary education in a related field of communications, events, recreation, heritage or tourism.
  - Proven understanding of project/event development, marketing and event promotion.

- Strong oral and written communication skills.
- Strong organizational and administrative skills.
- Computer experience using Microsoft Word, Excel, Outlook, internet and social media.
- Valid Manitoba Class 5 Drivers License.
- Clear current Child Abuse Registry Check.
- Clear current Criminal Reference Check.

**COMMENTS:**

The City of Selkirk is an equal opportunity employer, committed to providing an inclusive work environment. Applicants who require accommodation during the hiring process are encouraged to contact the City's Human Resources Division via the information provided in the Contact Information section of this posting.

This is for a casual position of Summer Culture Programmer which is excluded from the Collective Agreement and is open to all applicants. This position will involve evening and weekend shifts. Applications will be accepted until March 4<sup>th</sup>, 2022 @ 4:00 p.m. Interested individuals are to specify position being applied for and direct their application to:

**Contact Information:**

Human Resources, City of Selkirk, 200 Eaton Avenue, Selkirk, Manitoba R1A 0W6

FAX #: 1-204-482-5448

Email: [jobs@cityofselkirk.com](mailto:jobs@cityofselkirk.com)

Thank you to all who apply, however, only those candidates selected for an interview will be contacted.

For a copy of the full job description please visit our website, [myselkirk.ca](http://myselkirk.ca).

*The City of Selkirk is dedicated to building a workforce that reflects the diversity of the community we serve. We are an equal opportunity employer, committed to providing an inclusive work environment. Applicants who require accommodation during the hiring process are encouraged to contact the City's Human Resources Division via the information provided in the Contact Information section of this posting.*

**NOTE:** Employees will be required to adhere to the City's Vaccination Policy.