



Education Program Specialist

Tired of the big City life? Want to experience “small town” living? The Town of Okotoks is located 15 minutes south of Calgary, and we are committed to a healthy, vibrant, and sustainable community. Our vibrant and growing Town has many things to offer; shorter commutes, unique shopping and dining opportunities, a flourishing cultural community, abundant outdoor trails and parks, extensive recreational facilities, and inviting family oriented neighbourhoods.

Okotoks Cultural & Historical Services strives to engage, enrich, inspire and inform through educational and entertainment experiences at The Okotoks Art Gallery, the Okotoks Museum & Archives, and the Rotary Performing Arts Centre (RPAC). The Town has an exciting opportunity for the unique person who has an understanding of current trends in educational programming. The incumbent will interact with a broad spectrum of audiences including the visiting public, program registrants, facility users, community groups, and the media. Reporting to the Cultural & Historical Team Leader, the Program Specialist is responsible for interpretive and educational program development and delivery, providing art education opportunities for the public, and is involved in coordinating annual special events. The successful candidate has a related degree (B. Ed. and/or related arts preferred) plus a minimum of 2 years interpretive experience in a museum, gallery or teaching environment, and a commitment to continuous learning in related areas of expertise ensure the incumbent’s success. Proficiency with computers using Microsoft Office software is required.

As an Employer, the Town of Okotoks offers:

- The opportunity to be part of a culture that is mission, vision and values based, including
- being community minded, flexible, collaborative and people focused
- Working in a dynamic and energetic environment
- An employer who values and supports life-long learning

Interested applicants please provide current resumes by August 1st, 2014 to jobs@okotoks.ca

The salary range for this permanent full-time position is \$55,907 to \$61,599 per year. We also offer flexible working hours, comprehensive benefit package, and participation in LAPP pension.

The Town employs a diverse work force that takes pride in their community and strives to meet or exceed customer expectations. Come and experience Okotoks way of life!

For a full description of the job duties and requirements, or to apply visit our website at www.okotoks.ca,