



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

Vacancy: Temporary Full-Time Supervisor, Cultural Development - Up to Eighteen (18) Months

Job ID: J0626-0051

Department: Economic & Development Services **Branch:** Economic Development Services

Location: Civic Recreation Complex

Posting Start Date: 2026/06/08 **Posting End Date:** 2026/06/22 by 4:30p.m.

Group: Exempt **Salary Grade:** P – \$110,978.00 - \$130,563.00 per annum

Standard Weekly Hours of Work: 36.25 **Shift Work Required:** No

Reporting to the Senior Manager, Special Events and Culture Development, or designate, the Supervisor, Cultural Development is responsible for providing leadership and facilitating the implementation of the City's Arts, Culture and Heritage Plan to advance the City's cultural initiatives.

Responsibilities:

- Collaborate with a variety of stakeholders to identify opportunities and recommend strategic directions, implement and coordinate cultural initiatives, and champion Council approved cultural projects
- Provide supervisory leadership to the Cultural Development team, including coaching, training, development, motivation, performance management, and mentoring of direct reports
- Coordinate and support the activities of the Cultural Leadership Council

- Provide guidance and leadership within the Corporation and the community on cultural development initiatives
- Develop policies and procedures to support arts, culture, and heritage
- Coordinate grant applications and funding opportunities to support cultural development initiatives
- Lead the development and implementation of communication strategies
- Manage the City's Public Art Policy & Program including overseeing the Public Art Task Force and the Public Art Staff Team
- Determine, manage, and execute cultural programming, events, and partnerships (e.g. Culture Counts Awards, Culture Days)
- Prepare and manage operational, capital, and corporate budgets related to cultural programming and initiatives
- Support and demonstrate the City of Oshawa core values of Authenticity, Courage, and Trust
- Perform other related duties as assigned

Requirements:

- Completion of a four (4) year university degree in Cultural Studies, Cultural Planning, Art History, Arts Administration, Heritage, History, Public Administration, Economic/Cultural Development, or a related field, plus six (6) years of progressive work experience, three (3) of which is in a supervisory capacity, in the Arts, Culture or Heritage field, preferably in a municipal/government setting, or have an equivalent combination of education and relevant experience
- Sound knowledge of policies, issues, trends and best practices related to cultural planning, arts, culture and heritage development and familiarity with municipal government practices and procedures
- Proficiency in Microsoft Office (Outlook, Excel, Word, Power Point)
- Excellent communication (written/verbal), report writing and presentation skills; as well as solid interpersonal skills to deal with internal and external stakeholders; strong research and analytical abilities

- Established skills and experience in project management, strategic planning, facilitation, community development, cultural planning, volunteer management and public relations are strong assets
- Established skills in program planning and event management
- Sound knowledge in the supervision of risk management of programs and facilities
- Strong multitasking skills and flexibility to meet varying deadlines; independent self-starter with the ability to work irregular hours, including evenings, weekends and on-call as necessary
- Knowledge of cultural planning, volunteer management, public relations and leadership are strong assets
- Able to provide own transportation for travel between facilities as required

This position is eligible for hybrid work.

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

Apply Online: <https://www.oshawa.ca/city-hall/careers/>

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

Applicants who are currently employed by the City of Oshawa are asked to clearly indicate their status as an internal applicant in their application. Please ensure that you check your email regularly to receive any correspondence.

The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of

Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.