



TEAM LEAD, CULTURE & HERITAGE

CITY OF AIRDRIE

AccessHR is excited to partner with the City of Airdrie for the recruitment of a full-time, permanent Team Lead, Culture & Heritage.

ABOUT AIRDRIE

Airdrie is located just north of Calgary, Alberta with its southern boundary just a few kilometers from Calgary's northern boundary. It is one of the fastest growing cities in Canada and is projected to continue to grow rapidly due its proximity to Calgary and a large land annexation from nearby Rocky View County in 2012.

Airdrie is a vibrant and caring community rich in urban amenities and opportunities for everyone. With a population approaching 100,000 and an average age under 35 years old, Airdrie is the 5th largest city in Alberta and is predicted to move into the #3 position, after Calgary and Edmonton, within the next few years.

Airdrie is also ideally situated within an easy drive to the Rocky Mountains and the recreational and amenity choices of Calgary as a major urban centre. Residents here enjoy excellent proximity to Calgary International Airport and downtown Calgary.

ABOUT THE CITY OF AIRDRIE

Through the commitment and caring of our 800 employees, we are dedicated to our mission of Create, Serve, and Care. Our core values of Open Dialogue, Collaborative Relationships, Learning, Ownership, Innovation & Entrepreneurial Spirit, and Encourage the Heart, support the achievement of our Mission.

Our inclusive culture creates a workplace that welcomes aspiring, driven, and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are also passionate about improving the lives of our residents through care and respect. At the City of Airdrie, we learn, grow, and accomplish great things together.

POSITION DESCRIPTION

We are seeking a Team Lead, Culture & Heritage, following the previous incumbent's retirement. This role involves leading and supporting a team of four subject matter experts (SMEs) in the areas of Public Art, Indigenous Relations, Cultural Projects, and Community Liaison & Partnership. Reporting to the Manager of Culture, Heritage and Events, the Team Lead will collaborate closely with internal departments, leaders, council, and local community groups to advance the City's cultural initiatives.

This opportunity is well suited for a “Leader as Coach” style of leader with a flexible mindset and a passion for building engaged communities. You will spend a large portion of your time delivering culture initiatives, translating concepts into action plans, and being the voice of the organization in the public arena. You will also effectively navigate internal processes to achieve project outcomes.

You will have substantial working knowledge of project management, be adept at managing both strong opinions and expectations, and will balance all functional areas with equal enthusiasm. Ultimately, we are seeking an approachable, transparent, and respectful leader who listens carefully, challenges the status quo, demonstrates high emotional intelligence, and brings a commitment to service excellence.

KEY DELIVERABLES

- **Strategic Culture & Heritage Initiatives:** Actualize innovative projects, programs, and initiatives aligned with the city’s values and community needs; lead and support objectives in public art, cultural strategy, Indigenous relations, and heritage management.
- **Budgeting & Resource Allocation:** Create and monitor budgets, analyze trends, allocate resources, and evaluate outcomes against metrics.
- **Council Reports & Presentations:** Prepare and deliver reports and presentations to Council; represent the team and advocate for key initiatives, even within resource constraints.
- **Process & Policy Development:** Develop, introduce, and monitor standard operating procedures for Public Arts Program, Monuments and Observances, Heritage Planning and Management, and Indigenous Relations.
- **Contract Management & Compliance Oversight:** Oversee contractual relationships with third-party organizations accessing municipal lands or facilities to deliver community services, while reviewing contracts and service agreements for compliance with Procurement Policy.
- **Public Relations & Stakeholder Engagement:** Build and sustain collaborative relationships with multiple stakeholders and media outlets.
- **Leadership Development:** Develop, coach, and support team members to effectively navigate challenges, deliver results, and create a positive and supportive work environment.

QUALIFICATIONS

- **Leadership:** Self-assured and emotionally intelligent leader who fosters a shared mission and sets clear expectations.
- **Collaboration:** Encourages collaborative and inclusive partnerships across team and entire organization; promotes collective problem-solving and shared success.
- **Negotiation & Diplomacy:** Exemplary interpersonal and negotiation skills; removes causes of friction, achieves stakeholder consensus, and builds trust.
- **Legal & Compliance Knowledge:** Understanding of municipal processes, governance, and policies.
- **Exceptional Communication Skills:** Actively listens, communicates clearly and concisely, and checks in to ensure full comprehension; straightforward and up front even in challenging situations.
- **Financial Acumen:** Creates, understands, and manages budgets effectively; strategically allocates resources to deliver on city objectives.

EDUCATION & EXPERIENCE

- Undergraduate degree in Arts Management, Cultural Studies, Museum Studies, Heritage Planning, Public Policy, or related area.
- 7+ years' experience in policy and program development, systems planning, project management, and government relations.
- 4+ years' experience in a leadership role, preferably in culture and heritage.
- Experience in similar size, complex, and growing organizations.
- Experience presenting to and interacting with boards of directors and/or municipal councils.

ASSETS

- Advanced education, certification, and/or experience in project management and business administration.
- Scribe knowledge and/or experience.
- Knowledge of non-profit governance, management, and funding models.
- Municipal government work experience.

WHAT WE OFFER

- Work with a knowledgeable and supportive leader who has extensive experience in both heritage & culture and the City of Airdrie; truly collaborative, supportive, and fun workplace.
- Genuine opportunity to positively impact the City of Airdrie, its employees, and citizens.
- Hybrid work environment, option to work from home 1 or 2 days per week after first 90 days.
- Compensation includes employer paid extended health care, health care and wellness spending account, EFAP, recreation facility access, employee discounts, social events, and free parking.
- Local Authority Pension Plan (LAPP) starts immediately, optional APEX Supplementary Pension Plan.

POSITION REQUIREMENTS

- Flexibility to attend occasional events and meetings during evenings and weekends including stakeholder meetings and local ceremonies.

APPLY

Interested candidates are invited to apply with a cover letter and resume. **The position posting will close on November 11th, 2024, at 8:00 p.m. MST.**

All applicants will receive a personalized response and candidates under consideration will be contacted directly. Please be advised that applications will be monitored daily, and interviews may be scheduled throughout the posting period.

We encourage applicants from diverse backgrounds to apply as the City of Airdrie is committed to offering a diverse and safe workspace free from discrimination. All applicants are considered regardless of age, gender, race, disability, sexual orientation, gender identity or expression, and religious beliefs.