



Making life better in King

THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

JOB TITLE: Heritage & Cultural Supervisor	CLASSIFICATION: Contract (12-months) (Maternity Leave)
DEPARTMENT: Community Services	SALARY LEVEL: \$49.00/hour (2024 Rate)
LOCATION: King Heritage & Cultural Centre, 2920 King Road, King City, ON	

JOB PROFILE:

Function:

Reporting to the Manager of Recreation, Community & Culture the Supervisor of Heritage & Culture is responsible for managing the day-to-day activities related to, Heritage & Culture, Indigenous Initiatives, Seniors Programming and Volunteer Engagement. This role is also responsible for providing leadership and guidance to a team of full-time union/nonunion and part-time staff through coaching, goal setting, performance management, recruiting, hiring, training and professional development. This role supports, produces, and accomplishes the applicable outcomes of the Heritage & Culture Master Plan and the Recreation & Community Master Plan that focus on enhancing the quality of life of citizens and staff in King Township through the delivery of meaningful and accessible recreational programs and services.

Reports to:

- Manager of Recreation, Community & Culture

Supervision Responsibilities:

- Collections & Exhibit Coordinator
- Coordinator, Heritage & Cultural Programs & Indigenous Initiatives (Contract)
- Coordinator, Seniors Programming & Volunteer Engagement
- 4-6 Part time & Seasonal Staff
- Volunteers (approx. 50)

Duties and Responsibilities:

General Duties

- With support from the Manager, responds directly to inquiries from the public and staff in a positive, courteous, and timely manner.
- Supports the Manager with responses to inquiries from elected officials.

- Writes reports and presentations for approval to the Department Director, to various committees and Council.
- Prepares, administers, and manages approved operating budgets within areas of responsibility.
- Provides input into the development and implementation of service standards, policies and procedures for the Recreation, Community & Culture Division.
- As part of the onboarding process, ensure staff are trained in applicable health and safety and legislative requirements as required by department and division.
- Providing guidance and working with the coordinators responsible for developing and implementing applicable programming policies and standards to ensure that high-quality programs and services are available to all.
- Implement processes, training, action plans and follow-up processes to respond effectively to emergencies and incidents.
- Respond to emergencies and incidents managing critical care, response and follow-up with staff, volunteers, customers, management, and emergency teams.
- Reporting and following up on all incidents, accidents, property damage and theft, ensuring that the business and practices conform to relevant policies, procedures and legislation.
- Verifies and submits staff payroll data and contract submissions. Prepares and/or authorizes work schedules and submits to Payroll for approval.
- In collaboration with Coordinators, identifies grant opportunities; develops and prepares grant proposals.

Leadership

- Manage the day-to-day supervision including planning/scheduling, work distribution/follow-up, training/coaching, and monitoring of work conditions.
- Responsible for hiring and overseeing Heritage & Culture, Seniors, and Volunteer staff.
- Is responsible for project oversight and long-term planning related to Heritage & Culture, Seniors, and Volunteers.
- Conducts hiring in collaboration with Human Resources.
- In collaboration with the Collections & Exhibitions Coordinator develop and oversee a conservation plan for the collection.
- Participate in related corporate projects and initiatives ensuring the needs of Heritage & Culture are represented and the skills from the division are offered and applied.
- With support from the Manager provides leadership and oversight in the development and implementation of communications, performance measures and best practices for all Heritage & Culture, Seniors, and Volunteer initiatives.
- Develop work plans and allocate resources to ensure programs and services meet community needs and revenue projections are achieved.
- In collaboration with Coordinators, tracks trends and use knowledge management practices, best practices and changing community needs to ensure

appropriate service delivery.

Heritage & Culture

- In collaboration with the Facility Services Division and the Township Heritage Planner, make recommendations for repairs or improvements to heritage buildings at the KHCC site.
- Supports the development of exhibits including, short & long term, online, travelling and pop-up.
- Supports the development and delivery of public and curriculum-based programs and tours delivered on and off-site.
- General oversight of artifact and archive collections which may involve research, acquisition and documentation of historical objects, reproductions and collections.
- Supports the corporation in ensuring accurate historical information is being circulated both internally and externally.
- Collaborates on the delivery and execution of the public art program and explores opportunities for installations throughout the community.

Volunteers & Partnerships

- Works collaboratively with the King Heritage & Cultural Centre Advisory Board to achieve the goals and objectives of the King Heritage & Cultural Centre in line with the Heritage & Cultural Master Plan.
- Ensures that the Heritage and Culture section is represented and works collaboratively on all associated projects/initiatives with the following community groups;
 - King Township Museum Board
 - Arts Society King (ASK)
 - King Township Historical Society
 - Cultural Committee
- Seeks out new partnerships to offer diverse opportunities to the community.
- Maintains existing partnerships, ensuring open lines of communication and idea sharing is at the forefront of each relationship.
- Oversight of the volunteer programs for youth, adults, and mature adults (55+) to integrate community volunteers into various departmental service initiatives.

Indigenous Initiatives

- In collaboration with the Coordinator, Heritage & Cultural Programs and Indigenous Initiatives build and maintain relationships with Indigenous communities, organizations, and stakeholders to foster collaboration and mutual respect.
- Advocate for policies and practices that support Indigenous rights and inclusion within the organization and in the broader community.

- Assist in leading culturally appropriate trainings to enhance cultural competence and awareness among staff and stakeholders related to Indigenous relationship building and understanding.
- Support community initiatives that lead towards Truth & Reconciliation including programs, workshops, events, and art installations.

Seniors

- In collaboration with the Coordinator – Senior Programs & Volunteer Engagement, lead King towards becoming and maintaining an Age Friendly Community designation.
- Act as Township Liaison to the King Township Seniors Board and coordinate with other departments to address concerns raised by the Board.
- Work collaboratively with King Township seniors to ensure King is a safe, positive community to age in place.
- Oversee staff and operations of the King City Seniors' Centre.

Education/Experience:

- Formal academic training in a related discipline such as History, Anthropology, Museum Studies, Archaeology or other related Liberal Arts program, and/or Ontario Museum Association Certificate, or a combination of significant demonstrated experience and education.
- Minimum of five (5) years progressive experience in Museum, Heritage or Cultural services
- Possession of a recognized professional designation membership in the corresponding professional association (Ontario Museum Association, Festival & Events Ontario).
- Standard First Aid, WHMIS, High Five certifications.
- Ability to manage multiple projects in a dynamic work environment.
- Ability to establish and maintain working relationships, work collaboratively with internal and external stakeholders, demonstrate interpersonal skills including tact and diplomacy.
- Ability to understand, interpret and implement financial statements including budgets.
- Excellent public relations skills and ability to effectively deal with the public.
- Ability to lead, coach, motivate, discipline, and develop employees.
- Able to successfully develop, lead and work within a customer-service oriented team environment.
- Ability to establish positive working relationships within the division and organization.
- Well-developed time management and organization skills
- Marketing skills and business experience in a leadership role
- Proficiency in MS Office, PerfectMind or related registration and booking software.

- Working knowledge of the following legislation, regulations, or requirements: Applicable heritage, culture and special event legislation and regulations, including the Accessibility of Ontarians with Disabilities Act (AODA); Occupational Health and Safety Act; Heritage Canada; Ministry of Tourism and Recreation Act; Ministry of Labour and Ministry of Heritage, Sport, Tourism and Culture Industries regulations.
- Demonstrated understanding of heritage & cultural services, conservation,
- Canadian Indigenous history and 19th and 20th Ontario history.

Conditions of Employment:

- Required to work in a general office environment as well as frequent travel to satellite program locations and occasionally required to work outdoors in inclement weather while overseeing programs and events.
- Work involves mental and visual concentration with frequent interruptions. Must be able to meet deadlines.
- Excellent verbal and written communication skills required, along with good organizational skills.
- Must be able to deal effectively with the public, all levels of staff and periodically with elected officials.
- Available to work evenings and weekends as required.
- Flexibility/availability to work and/or respond to after-hours emergencies may be required.
- Valid Class “G” Drivers Licence and access to a reliable vehicle.

Department Head: _____

Date Approved: _____

Supervisor (if applicable): _____

Date Approved: _____

Incumbent: _____

Date Signed: _____