

Pickering is a vibrant, connected, and engaged community that is experiencing both significant economic and residential growth. We continue to evolve as a preferred destination for creative learning, memorable events, and unique experiences, and are seeking passionate candidates that are committed to joining us on our journey.

Our dedicated, energetic staff are guided by our core values and corporate priorities which fuel an inclusive culture and encourages teamwork, customer service excellence, and personal and professional growth.

2022 Seasonal Events Positions

Applications are due on Friday, January 28th, 2022 by 4:30 pm

**Term, April 18th to December 31st, 2022
(Must be available to work the entire period)**

Cultural Outreach Leader (\$16.48/hr.)

The incumbent is responsible for assisting in planning, development, organization and delivery of City cultural events and outreach related to heritage, art, and ethno-culture, in parks and facilities such as parades, Cultural Pop-up, Community and Public Art programs, Concerts, Canada Day, Artfest and Tree Lighting.

Minimum Entry Requirements:

- Currently enrolled in secondary or post-secondary school education, or any combination of education, workplace training and experience deemed to be acceptable by the Corporation.
- Prior experience in cultural events and programs is an asset.
- Demonstrable knowledge / interest in arts and culture.
- Demonstrated maturity, responsibility and capability of taking direction.
- Must be able to lift items up to 50 pounds to complete event set-up.
- Must be able to stand for long periods of time.
- Good interpersonal, communication and customer service skills.
- Must be willing to work irregular shifts, on holidays and on weekends.
- Will be required to find own transportation to and from the site of each event.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment.
- Must hold a current Standard First Aid & CPR-C certificate during the course of employment with a minimum expiration date of **January 1, 2023**. Please indicate your expiration date on your application or resume.
- Must possess a valid Class "G" or "G2" Ontario Driver's License and provide consent for a Driver's Abstract. A clean driving record is preferred.

Cultural Outreach Assistant (\$24.73/hr.)

Cultural Outreach Assistant is responsible for assisting in the planning, development, organization and delivery of City cultural events and outreach related to heritage, art and ethno-culture in parks and facilities such as parades, Cultural Pop-ups, Community and Public Art programs, Concerts, Canada Day, Artfest and Tree Lighting. Provides leadership and support to Cultural Outreach Leaders, City volunteers, partners and vendors in the delivery of event activities.

Minimum Entry Requirements:

- Recent graduate or currently enrolled in post-secondary school education related to Arts, Culture or Event Planning.
- Four months experience in cultural events and programming.
- Demonstrable knowledge / interest in arts and culture.
- Demonstrable leadership, planning, organizational, and problem solving skills.
- Ability to work cooperatively in a team environment, with all levels of staff.
- Well-developed interpersonal skills and the ability to coordinate and motivate event staff.
- Well-developed verbal and written communication skills, and demonstrable ability to express self clearly and concisely in writing.
- Demonstrated level of maturity required for the effective supervision of event volunteers and staff.

- Ability to work independently and complete tasks according to pre-arranged schedules, with minimal supervision.
- Must be able to lift items up to 50 pounds to complete event set-up.
- Must be able to stand for long periods of time..
- Must be willing to work irregular shifts, on holidays and on weekends.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment.
- Must hold a current Standard First Aid & CPR-C certificate during the course of employment with a minimum expiration date of **January 1, 2023**. Please indicate your expiration date on your application or resume.
- Must possess a valid Class “G” or “G2” Ontario Driver’s License and provide consent for a Driver’s Abstract. A clean driving record is preferred.

Details on How to Apply For a Seasonal Events Position:

To be considered for a 2022 seasonal events position, **please complete the online application form, or submit a resume detailing your qualifications, no later than Friday, January 28th, 2022 by 4:30 pm**. Please reference the specific position you wish to be considered for directly on the application or resume. Remember to provide your contact information.

Drop off or Mail to: City of Pickering
Human Resources Department
One The Esplanade
Pickering, ON L1V 6K7

Online: pickering.ca
Email: hr@pickering.ca
Fax: 905.420.4638

We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will be used for the purpose of candidate selection. An equal opportunity employer, all employees are governed by the City’s Mandatory Vaccination Procedure. Please contact Human Resources if you require accommodations throughout the recruitment process. Documents are available in alternate formats upon request.

The City of Pickering is committed to inclusive, accessible, and barrier-free employment practices and to creating a workplace that reflects and supports the diversity of the community we serve. We encourage and welcome applications from qualified applicants including members of racialized groups, Indigenous Peoples, persons with disabilities, and persons of any sexual orientation or gender identity. Please let us know if you require an accommodation and we will work with you to ensure a barrier-free hiring process.

An Equal Opportunity Employer