



## **Arts & Cultural Centre Project Manager**

The District of Summerland has a one year term opportunity for a Project Manager to join our team. The Project Manager will be working with community stakeholders in the development of the Arts & Cultural Centre to coordinate its renovation and redevelopment. This role involves taking a hands-on approach to successfully deliver a renovated Arts & Cultural building. The incumbent will have a proven ability to take the lead in managing projects, through the various stages of project definition, planning, design and construction to meet District's objectives. Coordinating internal resources and contractors for the execution of project will be crucial.

Our ideal candidate is proactive, detail orientated, and has a strong background in managing projects and people. The District of Summerland is recognized for managing its resources in a responsible and sustainable manner, and the redevelopment of an old library building as an Arts & Cultural Centre is a key priority for Council. The Project Manager will be able to prioritize and be flexible, while maintaining efficiency.

The successful incumbent will bring a minimum of 5 years of experience in managing a portfolio of projects in a range of related industry sectors, a University Degree in Architecture, Design, Construction Management, Management or an equivalent combination of academic and practical experience in a related discipline. Experience in a municipal setting is desirable.

### **Specific Duties/Responsibilities**

#### **Pre-Construction**

- Ensure project is developed to meet the maintenance and operational needs and requirements for the specific site

#### **Construction**

- Manage the project milestones in relation to deliverables and established targets. Manage the project budget to ensure that it is within the allocated funding
- Ensure that deficient work is completed in a timely manner on the project; as-built drawings, operating and maintenance manuals, warranties and master plans are completed and delivered in a timely manner
- Participate in the preparation of RFP's for contractual services, evaluating and making recommendations of awarding of contracts to contractors as required and ensure contract requirements and deliverables are regularly reviewed and met
- Prepare tender packages, review the tenders and make recommendations for the award of contracts
- **Job Close Out**
- Ensure cost reporting is finalized and balanced

### **Manages all aspects of the renovation project, including organizational development**

- Work closely with the Summerland Arts Council and Potters Guild, the core tenants of the newly renovated building, to successfully deliver the project. Work with these stakeholders to develop deliverables and timelines. Monitor performance and work to develop a governance structure for the building
- Plan the project in detail, clearly identifying project scope, budget and schedule as well as project risks, project organization and project management approach. Participate in confidential planning that may have District-wide operational and financial implications. Document the plans in a Project Plan document. Regularly review the project plan with

the Community Development Coordinator to make sure the project is progressing on track

- Identify and proactively manage project issues and risks
- Manage project costs to approved budget while following the official tracking, reporting, and change request standards
- Lead and/or conduct Organizational Development and business planning initiatives to strengthen stakeholder organizations
- Work with stakeholders to identify and document project benefits
- Other duties/responsibilities as assigned

The Project Manager is an exempt, term position offering a competitive salary.

Interested candidates should submit a cover letter explaining why they are a good fit for the position along with a detailed resume (pdf) by Monday, July 9<sup>th</sup>, 2018 at 4pm to Human Resources, [hr@summerland.ca](mailto:hr@summerland.ca).

For more details of the Arts & Cultural Centre Project Manager position please contact Angelique Wood, Community Development Coordinator by email [awood@summerland.ca](mailto:awood@summerland.ca) or call 250-404-4066.

We thank all applicants for their interest; however, only those under consideration will be contacted.