



## Job Posting

### Arts and Culture Supervisor

#### Town of Three Rivers, Prince Edward Island

The Town of Three Rivers is seeking a dynamic and experienced **Arts and Culture Supervisor** to lead and support the Town's key cultural assets and initiatives. This is an exciting opportunity to play a central role in shaping the future of arts, culture, and heritage in one of Eastern PEI's most vibrant and growing communities.

#### About the Role

Reporting to the Deputy Chief Administrative Officer, the Arts and Culture Supervisor is responsible for overseeing the Town's municipal interests in major cultural facilities, including operational supervision of the Kings Playhouse and serving as the primary liaison to the Garden of the Gulf Museum.

This position provides leadership in operations, partnerships, and long-term sustainability while advancing the Town's vision of strengthening Three Rivers as a leading cultural and heritage destination.

#### Key Responsibilities

- Provide operational oversight and supervision of the Kings Playhouse
- Lead and support staff, including the Artistic Director and facility team
- Strengthen volunteer engagement and improve operational efficiency
- Support financial oversight, including budget monitoring and resource alignment
- Prepare reports and recommendations to Council
- Coordinate facility maintenance and capital planning in collaboration with Town staff
- Serve as the primary municipal liaison to the Garden of the Gulf Museum
- Build and maintain partnerships with cultural organizations, tourism stakeholders, and funding agencies
- Identify opportunities for new programming, funding, and cultural initiatives
- Support grants, sponsorships, and community engagement efforts

#### Qualifications

- Degree or diploma in Arts Administration, Cultural Management, Museum Studies, Tourism, Public Administration, or a related field (or equivalent experience)
- Experience working in theatres, museums, or cultural/heritage organizations preferred
- Demonstrated experience supervising staff and working with volunteers or boards
- Strong communication, leadership, and stakeholder engagement skills
- Experience in operations, partnerships, or grant development considered an asset

- Valid driver's license and ability to work flexible hours, including evenings and weekends

### **What We're Looking For**

The ideal candidate is a collaborative leader who is passionate about arts and culture, highly organized, and comfortable working in a municipal environment. You bring strong problem-solving skills, a community-focused mindset, and the ability to build lasting partnerships.

### **Compensation**

Salary Range: **\$57,996.91 – \$72,496.14 (Level 9)**

Comprehensive municipal benefits package included.

### **Why Join Three Rivers?**

The Town of Three Rivers is a forward-thinking municipality committed to strong governance, community engagement, and cultural development. This role offers a unique opportunity to make a meaningful impact on the region's cultural landscape while working with a supportive and collaborative team.

The Town of Three Rivers offers an attractive benefits package including a pension plan and medical/dental coverage. Salary Range: \$57,996.91 – \$72,496.14 (Level 9) Comprehensive municipal benefits package included.

### **How to Apply**

To apply for this opportunity, please submit your application to Danielle Herring, Deputy Chief Administrative Officer, [dherring@threeriverspei.com](mailto:dherring@threeriverspei.com) on or before **May 8, 2026 at 4:00pm** and **state the title of the position in the subject line of your e-mail**. For a copy of the full job description, please also email the above address.

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