



## City of Brandon Employment Opportunity

**POSITION: Heritage Marketing Coordinator**  
**Planning, Property, & Buildings Department**  
**Development Services**

Dates: May 1, 2017 to August 18, 2017 (dates to be finalized upon hiring)  
Wages: \$15.07 per hour (2016 rates)  
Hours: 8:30 a.m. to 5:00 p.m. – 40 hours/week  
Monday to Friday and may include some evening/weekends  
Location: A.R. McDiarmid Civic Complex

**Job Description:** Do you enjoy organizing and promoting public events that highlight a community's history and heritage? The City of Brandon has an opportunity for you! We are looking for an enthusiastic individual with great organizational and communication skills who is able to work independently and in a group setting to join our team. You will organize and run heritage themed events in the summer, specifically our signature "Doors Open Brandon" event, now entering its 16th year.

### **Role and Responsibilities for Heritage Marketing Coordinator:**

- Organize, market and promote community heritage events and activities to promote heritage, specifically Doors Open Brandon;
- Liaise with the Municipal Heritage Advisory Committee to facilitate feedback on heritage event delivery and implementation;
- Ensure that all heritage events and activities are implemented according to relevant legislation, policies and procedures;
- Communicate and work co-operatively with volunteers, community groups and City staff;
- Assist with applications for grants and funding for programs and activities;
- Assist with preparation and submission of funding reports as required through the grant application process;
- Prepare reports on heritage events and activities;
- Promote and market heritage events and activities to ensure residents' awareness of opportunities;
- Monitor heritage event service delivery to ensure customer needs are met;
- Provide updates on heritage event service delivery to the Municipal Heritage Advisory Committee;
- Create and produce of interpretive and promotional material and displays on Brandon's heritage resources and events;
- Arrange for advertising of heritage events and activities;
- Create and produce of interpretive and promotional material and displays on Brandon's heritage resources and events;
- Develop and adapt materials for the Heritage Brandon website;
- Maintain all administrative records as they relate to the programs and events;

- Assist in the planning, research, development and implementation of heritage programs and special projects;
- Ensure compliance with appropriate licensing and safety regulations and standards, including but not limited to the Freedom of Information and Protection of Privacy Act (FIPPA);
- Performs related duties and functions as required.

**Qualifications for the Heritage Marketing Coordinator:**

- Ability to organize, schedule and lead volunteers, and maintain a good working relationship with co-workers, other personnel and the public;
- Ability to work independently with minimum supervision and with a team to assist in managing projects from beginning to end;
- Proficient use of computer equipment, as well as Microsoft Office suite of applications, including but not limited to Word, Excel, Publisher and PowerPoint;
- Should have some experience in design layout, marketing principles and research skills;
- Must have excellent communication and writing skills;
- Demonstrate experience in field research, data collection and documentation, as well as basic understanding of architecture and urban cultural landscapes;
- Event planning experience, education in heritage and knowledge of local history preferred;
- Familiarity with a second language would be an asset;
- Must be available to work evenings and weekends;
- Must hold and maintain a valid Manitoba Class 5 driver's licence;
- Ability to apply various concepts and practices to effectively plan, organize and deliver the activities and the programs;
- The successful candidate must pass a Child Abuse Registry Check and Criminal Records Check including Vulnerable Sector Verification prior to the start of the position.

Candidates must be between the ages of 18 and 30 and must be high school, college or university students. Graduates may apply, but priority will be given to students returning to school. **Please note:** This position is contingent upon funding.

**Competition # 170021**

**Posting Date: March 16, 2017**

**Applying:**

Candidates interested in the above position are asked to apply on-line at <http://jobbank.brandon.ca/>

**Applications must be received before 11:59 p.m., March 30<sup>th</sup>, 2017.**

If you have any questions, please contact (204) 729-2330 or by email: [hr@brandon.ca](mailto:hr@brandon.ca)

If you are interested in finding out more about the City of Brandon job opportunities as soon as they are posted, please follow us on Facebook or Twitter!