



City of Brandon Employment Opportunity

POSITION: Heritage Marketing Coordinator
Planning & Buildings Department
Development Services

Dates: May 4, 2020 to August 21, 2020 (dates to be finalized upon hiring)
Wages: \$16.70 per hour (2018 rates)
Hours: 8:30 a.m. to 5:00 p.m. – 36.25 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 19th year.

Role and Responsibilities for Heritage Marketing Coordinator:

- Organize, market and promote community heritage events and activities to promote heritage, specifically Doors Open Brandon;
- Assist with developing new community programming aimed at generating interest and participating in Brandon's heritage in conjunction with Communities in Bloom;
- Create and produce interpretive and promotional material and displays on Brandon's heritage resources and events;
- Develop and adapt materials for the Heritage Brandon website;
- Research heritage tourism strategies that become part of the tourism program of the community, such as museum governance policies for the Brandon General Museum and Archives;
- Assist the Senior Planner in promoting heritage conservation in Brandon, such as researching heritage districts, and promoting the Municipal Heritage Incentive Program through Municipal Heritage Site evaluations with the Brandon Municipal Heritage Advisory Committee;
- 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);
- Must be available to work evenings and weekends;
- Performs related duties and functions as required.

Qualifications for the Heritage Marketing Coordinator:

- Working knowledge of Microsoft Office suite of applications, including but not limited to Word, Excel, Publisher and PowerPoint;
- Previous experience in design layout, marketing principles and research skills;
- Excellent communication and writing skills;
- Ability to work independently with minimal supervision;
- Ability to lead volunteers;
- Demonstrated experience in field research, data collection and documentation, as well as basic understanding of architecture and urban cultural landscapes;
- Event planning experience and knowledge of local history preferred;
- Must hold and maintain a valid Manitoba Class 5 driver's licence;
- 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 16 and 30 and must be high school, college or university students. Graduates may apply; however, priority will be given to students returning to school.

Please note: This position is contingent upon funding.

Competition # 200018

Applying:

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

Applications must be received before 11:59 p.m., March 20th, 2020.

If you have any questions, please contact (204) 729-2243 or by email at hr@brandon.ca

The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation.

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!