



Event Project Manager

CAREER OPPORTUNITY

A challenging and rewarding career opportunity for an Event Project Manager exists within the Corporation of Hamilton. Working under the general direction of the Chief Operating Officer/Secretary, the successful applicant will be responsible for managing the City Events Department along with the events within the City of Hamilton, the Earl Cameron Theatre, Staff and Members Parking Permits and the administering of all rentals for the Corporation of Hamilton properties. Additionally, the Event Project Manager is responsible for all marketing and general complaints from the public regarding events.

Primary Duties and Responsibilities:

- Manage Events Department Team (currently 4 staff members)
- Develop, manage and schedule all new and existing events and projects within the City
- Develop and manage annual Events Department budget
- Manage the Town Crier and City Hall custodian schedules and payroll sign-off
- Manage and schedule all rental requests for the Earl Cameron Theatre, City Hall steps and grounds, City Parks, Streets, Car Parks and all other City premises
- Liaise, manage and direct all Theatre Occupiers and Technicians with regards to the Corporation of Hamilton policies and procedures
- Attend Board meetings and any other committee meetings as required or requested
- Manage all busker, vendor, food concession and lunch wagon permits within City boundaries
- Approve and coordinate all banner applications with event organizers and Corporation of Hamilton staff members
- Undertake other duties, as requested, that contribute to the effective and efficient operation of the Corporation of Hamilton

Qualifications and Experience:

- Bachelor's Degree in Communications, Public Relations or related field preferred
- Project Management Professional (PMP) or equivalent
- A minimum of 5 (five) year's Event and Project Management experience
- A minimum of 3 (three) year's Supervisory experience, preferably in a unionized environment
- Proficiency in all MS Office products
- Demonstrated experience with the management and maintenance of Social Media platforms
- Demonstrated ability to multitask and work in a highly demanding environment, this will include solid organizational skills with keen attention for detail
- Solid oral and written communication and interpersonal skills

Deadline for applicants is July 9, 2018

Résumés along with 2 written employment references and 1 written character reference can be delivered to the City Hall office or emailed to careers@cityhall.bm
Attn: Head of Human Resources

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EQUAL OPPORTUNITY EMPLOYER**

Have ideas on how we can improve our city?

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