



TOWN OF AMHERST

JOB POSTING – Full Time

POSITION: **Culture, Events & Marketing Coordinator**

DEPARTMENT: **Corporate Services**

SUMMARY OF RESPONSIBILITIES:

The Culture, Events & Marketing Coordinator is a full-time position, responsible to plan, organize, supervise and coordinate cultural and marketing activities and initiatives. The position will work in collaboration with the current Culture, Events & Marketing Coordinator to develop goals, strategies, and plans to execute a marketing and promotional campaign for Amherst to highlight our unique product. This individual will serve as a point of contact for community events and activities with a focus on enhancing cultural opportunities as well as Amherst's position as a great place to live, work and play. The role is varied and may include many different types of work.

QUALIFICATIONS:

- Post-secondary education in marketing, arts, fine arts, culture or related field. An equivalent combination of education and experience will be given consideration.
- Experience in research, marketing, community development, events, promotions & program development for a variety of audiences is preferred
- Must be able to establish and maintain effective working relationships within the arts and cultural community.
- Proven team player and flexibility to work outside regular hours as required
- Ability to manage and co-ordinate the end-to-end development process while meeting deadlines and budget requirements
- Energetic, self-motivated, and results-oriented
- Position requires flexible scheduling and ability to work outside regular business hours and must have the physical ability to lift up to 50lb

SALARY: The salary range for this position is \$39,458 to \$46,350 per year.

DEADLINE FOR APPLICATIONS: Interested persons are invited to deliver their resume, with cover letter, in confidence to the undersigned no later than 12:00 noon on October 15, 2019.

Full job description available upon request.

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