



Manager of Special Events

People, Place, Prosperity

Working within our Strategic Plan, **Cambridge Connected**, and committing to our values of Integrity, Respect, Inclusiveness and Service, the successful candidate will work together to help the City of Cambridge achieve our vision: A place for people to prosper – alive with opportunity.

Job Profile

The Manager of Special Events role is within the Recreation & Culture Division and is responsible for the development and management of the Special Event portfolio. Reporting to the Director of Recreation & Culture, the Manager of Special Events will provide comprehensive oversight to the City's Special Events portfolio which includes both internal and external community events delivery, oversight to the City's marquee events which include Cambridge Celebration of the Arts and Winterfest and implementation of the City's Special Event Strategy. The position will lead in managing event strategy, development, logistics and execution. This position will network within the industry and proactively evolve strategies to take advantage of new and successful trends in special event delivery. The position will work closely with the Economic Development Division to strategically align Tourism opportunities.

What you will be doing

- Responsible for the development of an effective team of professionals.
- Responsible for implementation of objectives within the Special Events Strategy.
- Responsible for the management and enforcement of all applicable non-legislated and legislated regulations governing program operations and public events.
- Accountable for the development and monitoring of program area budgets and providing input into forecasting and annual operating and capital budget programs.
- Responsible for completing project management on operating and capital projects including the coordination and completion of projects on time and within budget and scope.
- Oversees all aspect of the assigned project including setting deadlines, assigning responsibilities, monitoring, and reporting.
- Coordinates departmental implementation of Strategic and Corporate Plan actions and initiatives.
- Represents the City and the department to external partners and the community.
- Looks to ensure that supervisors/coordinators are included to develop and support new stewardship opportunities and programs as well as existing groups/programs.
- Responsible for Stand-by duties within the Recreation & Culture Division as scheduled.
- Serve as backup to the Director.
- Consistently models Corporate Values and Behaviours: Respect, Integrity, Service, Inclusiveness.

Education

University Degree in Recreation and/or Tourism, Economic Development or equivalent.

Experience and Knowledge

- Knowledge of applicable legislation, codes, and regulations. i.e. Occupational Health and Safety Act, Ministry of Health

- 5 to 7 years working with community groups, festivals and events, federal provincial and local media relations, budgeting, facility and operations management, and staff management including non-union, union staff and contractors.
- Possess a comprehensive understanding of working in a unionized environment.
- Experience in developing community partnership and engaging in business development activities.

Your compensation

- Annual salary range of \$100,701 to \$122,814 (Non-Union Employee Salary Grid, Grade 6)
- Comprehensive benefits package including extended health, dental, travel benefits; long term disability; accidental death and dismemberment and life insurance, paid vacation, personal days along with floating holidays included.
- Enrolment in Ontario Municipal Employees Retirement System (OMERS).

Hours of work

The regular hours of work are 8:30 a.m. to 4:30 p.m., Monday to Friday inclusive (35 hours per week). Ability to be available to work flexible hours and/or shifts, attending evening and/or weekend meetings and special events.

Advertisement expiration date

To apply, please visit www.cambridge.ca/careers. This posting closes on June 5, 2024.

Accommodation needs and protection of privacy

The City of Cambridge recognizes and appreciates diversity and inclusion enhances our public value commitment.

We strive to create an accessible and inclusive experience and encourage all qualified people to apply, including and especially people from equity-deserving groups. Qualified applicants will receive consideration for employment with honour and respect toward their individual dimensions of diversity.

We strive to remove barriers that may prevent qualified applicants from fully participating in the recruitment and selection process. Accommodation in accordance with the Ontario Human Rights Code and other applicable legislation is available throughout all stages of the recruitment and selection process. Contact HRServices@Cambridge.ca to make your needs known in advance.

For more information on our Employment Equity, please read our full [policy](#).

Personal information collected in relation to the recruitment process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act and used solely to determine eligibility for employment with the City of Cambridge only.