



VISION:
A city that inspires

MISSION:
Working together to
enhance the quality of
life for all residents

VALUES:
Sustainability,
Inclusivity, Innovation,
Accountability,
Excellence,
Bilingualism

MANAGER OF EVENTS & FESTIVALS

Events and Venues - Job # P1489

CLOSING DATE: NOVEMBER 12, 2026

JOB SUMMARY:

Reporting to the Director, Events and Venues, the Manager of Events and Festivals provides strategic and operational leadership for the City of Moncton's Community Events function. The position leads the planning, delivery and continuous improvement of City-led events and festivals and supports community-based events that contribute to an inclusive, vibrant and welcoming city.

This position is accountable for the effective leadership, organization and execution of all functions within the Events Division of Community Services for the City of Moncton. The position is responsible for managing programs and activities related to the development and attraction of community events within the City of Moncton including, but not limited to event administration, marketing, advertising, public relations, strategic planning, corporate partnerships and sponsorships.

The Manager is responsible for departmental planning, people leadership, budgeting, partnerships, sponsorships, marketing and communications, event operations, and the administration of programs and grants related to festivals and community events. The role works across City departments and with community organizations, government partners, businesses and the public to deliver safe, accessible and high-quality event experiences.

APPLYING FOR THIS POSITION:

The City of Moncton is an equal opportunity employer. Applicants must submit their application through an online system that can be found at www.moncton.ca/careers. We thank all applicants for their interest; however, only those invited for interviews will be contacted.

For more information, please contact the Human Resources Department at 506-877-7707 or visit www.moncton.ca/careers for information on the hiring and application process at the City of Moncton.

WORKING AT THE CITY OF MONCTON:

Moncton is a vibrant and culturally rich community. It is the first officially bilingual city in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism and entertainment hub of Atlantic Canada. City of Moncton employees strive to maintain the city's reputation as one of the best places in Canada to live, study, work and play.

This is a non-unionized position.

The City of Moncton offers an attractive salary and benefits package.

[City of Moncton Salary and Wage Scale](#)

EDUCATION:

- High School graduate or equivalency.
- University degree in business administration, event management, public relations, marketing or related discipline.

EXPERIENCE:

- A minimum of three years of progressively responsible experience in special events, marketing, advertising, event planning and/or public relations, including experience working with partners and stakeholders in the meetings, events and entertainment sector.
- Must have two (2) years of demonstrated leadership and supervisory experience.

LANGUAGE:

- The ability to function in both official languages is a requirement. As per provincial language proficiency standards, functional is determined to be at the Intermediate+ (2+) level or higher.

KNOWLEDGE, SKILLS & QUALIFICATIONS:

- Knowledge of sponsorship development, sales and marketing principles, public-private partnerships, and event and festival operations.
- Ability and knowledge to anticipate and respond to evolving cultural, social and community needs.
- Knowledge and ability to independently negotiate with stakeholders, government and clients (community partners).
- Knowledge of public/private partnerships and structuring of same.
- Proven ability to think and act strategically.
- Strong written, verbal, presentation and relationship-management skills, with the ability to communicate effectively with diverse audiences.
- Ability to negotiate independently and build consensus with community partners, government representatives, businesses, clients and other stakeholders.
- Exceptional performance in the organization and coordination of events.
- Intermediate Proficiency with Microsoft Word, Excel and PowerPoint, as well as web-based applications, content-management systems, ticketing software and event-booking systems.
- Strong proposal-writing, sales and public-presentation skills
- Sound judgment, initiative and discretion, with the ability to manage competing priorities and make timely, results-oriented decisions.

OTHER:

- Applicants must possess a valid Class 5 New Brunswick Driver's License or equivalency.

CONTACT:

- The incumbent will have frequent contact with event organizers, government agencies, business partners, community partners, the general public, department heads and other staff.

SUPERVISION:

- The work requires supervising the activities of several employees, coaching, and mentoring employees, allocating staff to projects, reviewing and evaluating the quality and quantity of work, and formally evaluating staff performance and manages issues related to performance and attendance.

CONDITIONS OF WORK:

- Frequent work outside normal business hours, including evenings and weekends, is required to support meetings, events and festivals.
- Regular off-site meetings and representation on committees are expected. Periodic regional and national travel may be required.
- This position exercises a high degree of judgment, tact and diplomacy. Decisions and actions may affect public confidence, the City's reputation, stakeholder relationships and financial outcomes. The incumbent has frequent contact with event organizers, government agencies, business and community partners, senior leaders, City employees and the public.