

## 2018 Local Cultural Tourism Promotion Pilot Project Project Manager (Contract position)

The Ottawa Cultural Alliance (OCA) is seeking a Project Manager who will support the delivery of a pilot initiative, which encompasses managing and operating a local cultural tourism kiosk and the overall kiosk experience. The kiosk is a temporary local cultural information and animation hub in Ottawa's ByWard Market, which is being shared and run in partnership with the ByWard Market BIA. This short-term pilot project encompasses managing kiosk information delivery and programming, as well as the student ambassadors that animate the kiosk, and reporting on outcomes.

**Start Date:** Immediately

### **Responsibilities:**

- Manage the cultural tourism kiosk and the overall kiosk experience
- Engage OCA members and other cultural community partners to provide information for distribution
- Work with the OCA to develop, coordinate and manage kiosk operations and programming, and coordinate animation delivery
- Hire, train, schedule and supervise ambassadors
- Track and report on outcomes, including the preparation of a final report
- Work in partnership with the ByWard Market BIA, and other partners, to support the smooth running of the kiosk and kiosk experience

### **Experience and Personality Traits:**

Education and previous experience in events management, public relations, tourism, marketing, communications, or a related field of study, and is/has:

- Organized and a self-starter
- Energetic, engaging, personable and friendly
- Reliable and flexible with a can-do attitude
- Articulate and comfortable dealing with the public
- Supervisory experience
- Experience working within a multi-disciplinary partnership
- Able to use Microsoft Office suite
- English and French bilingualism is an asset

### **Scheduling, Location, Other Information:**

- Must be able to work flexible hours between 9:00AM-8:00PM, weekends and holidays included
- Must have driver's license and access to a vehicle

### **Join our team!**

If you have the skills and experience outlined above, a desire to make a difference for our Alliance and city, we want to hear from you!

Please forward your résumé and covering letter in **one document (MS Word or PDF)** outlining how you feel you can contribute to this position.

*While we thank everyone for their application, only those selected for an interview will be contacted.*