



# DRUMHELLER

## COMMUNITY SERVICES



**TOWN OF DRUMHELLER**  
**Manager, Badlands Community Facility**

Drumheller, a vibrant, growing community of over 7,800 located 130km north east of Calgary, is offering an exciting opportunity to join our management team in the Community Services Department. This is a permanent position, which involves operations of the Badlands Community Facility - a state of the art multi-use facility now under construction at the feet of the World's Largest Dinosaur.

The incumbent will lead and manage the planning and delivery of marketing and sales services in addition to programming, maintenance and administrative operations of the Badlands Community Facility. The incumbent will also assist in ensuring that department facilities and other amenities are being fully utilized by prospective user groups through the development and implementation of marketing strategies and operational systems (software) to achieve department objectives; and increase net revenues through innovative marketing initiatives, program delivery and increasing facility utilization. The incumbent will also hire, train, motivate and evaluate subordinate staff according to approved policies, the collective agreement and budget. Also, oversees the development and implementation of special events programming in conjunction with approved programming goals and philosophies. The successful candidate will be a role-model for support staff in addition to an active community member within the Town of Drumheller.

### **Qualifications**

Graduation from a recognized degree or diploma in Business Administration, Hospitality Management and Tourism, Recreation Administration or a related field is required. Well developed public relations, communication and interpersonal skills; strong organizational, managerial, supervisory and leadership skills are required. The successful candidate must possess the ability to build and lead an effective team, and the ability to perform concurrent tasks accurately and efficiently, in a computerized environment. A minimum of a Class 5 Driver's License is required. Applicants must be bondable.

**The Town of Drumheller offers a competitive salary and benefits package. Please forward your resume to:**

The Selection Committee  
c/o Director, Community Services  
Town of Drumheller  
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