



GLOUCESTER COUNTY
invites applications for the position of:

Tourism Division Manager

SALARY: \$54,960 +/- DOQ

OPENING DATE: 09/04/2019

CLOSING DATE: 09/22/2019

DESCRIPTION:

The Tourism Division Manager is responsible for managing a comprehensive tourism program for Gloucester County attracting tourists to the County for its historical and other assets. Employee will work with local businesses and other tourism representatives including historic sites, local, regional and state committees to promote visitation. Employee must exercise tact and courtesy in frequent contact with volunteers, employees, business representatives, agency representatives, and the general public. Reports to the Director of Parks, Recreation & Tourism.

Examples of Duties

1. Manages the Department's tourism and historical functions to include oversight of the Museum of History and Historic Court Circle Buildings, budget, marketing, training programs, special events and activities, supervision and evaluation of full-time and part-time staff.
2. Supervises, manages and evaluates Tourism staff and volunteers working in historic buildings. Assists with recruitment, training and supervision of volunteers and tour guides. Coordinates with Tourism staff and volunteers to schedule and accommodate group tours. Partners with schools and Community Engagement for additional educational opportunities for students.
3. Manages and implements a marketing plan for all tourism functions, including the Museum of History and Historic Court Circle Buildings. Works with contractors to produce high-quality marketing materials for statewide distribution. Makes presentations to local civic, business, historical and cultural groups. Supports local and regional events that impact tourism.
4. Routinely inspects the County's historic buildings to observe changes and maintenance needs as well as to ensure the facilities are being properly utilized; reports concerns and investigates solutions to the situation(s).
5. Works with County staff and private contractors on rehabilitation and improvement projects; researches best practices, networks with other historic facilities to garner information on successful projects and maintains contact information for potential contractors; communicates with contractors and assists with supervision of their work; documents maintenance and construction work for archival purposes.
6. Researches, develops and implements driving and walking tours, itineraries for visitors, and cooperative programming with tourism assets to attract visitors to Gloucester. Works with local organizations and regional tourism groups to maximize exposure. Assesses and implements new technology options to increase access to sites and information
7. Assists with development of interpretative displays and indoor/outdoor exhibits. Ensures building content is age and subject matter appropriate and appealing to tourists. Assists with creation of guides, fact sheets and children's interpretive materials to engage visitors.
8. Develops cooperative working relationships with businesses and tourism agencies in order to better promote Gloucester as a tourism destination; represents Gloucester County on committees such as Washington- Rochambeau Revolutionary Route, Civil War Trails and Tidewater Civil War/Revolutionary War Event Partnership; attends Tourism Advisory Committee and Main Street Association Board as needed.



GLOUCESTER COUNTY

invites applications for the position of:

9. Makes annual budget recommendations for tourism functions to the Director. Assists the Director with budget preparation for rehabilitation and maintenance projects. Operates efficiently within provided budget.
10. Assists with collections management at all facilities, including use of PastPerfect Collections Software, and continuing research in best practices of collection care.
11. Prepares a variety of analytical studies, reports, manuals and relations information to include regular financial and visitation reports. Provides information and reports of Departmental performance measures and budget goals.
12. Researches, develops and supports implementation of policy and procedures as it relates to operation of historic properties, a Museum and a Visitor Center. Interprets and enforces same.
13. Attends seminars, conferences, workshops, classes, lectures, etc. Reads various professional journals and other literature to enhance and maintain knowledge of trends and development in the tourism industry, historic properties, museums, etc.
14. Performs other duties as assigned.

QUALIFICATIONS:

- Possession of a Bachelor's Degree in Tourism, Business Administration, History, Marketing or a closely related field.
- Minimum of five (5) years of progressively responsible experience in tourism with an emphasis on historic buildings, and at least two (2) year of supervisory experience.
- Any combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS:

- Possession of a valid driver's license; possess and maintain a driving record that meets established [Gloucester County Driving Standards](#).

To be considered for this position, your online application must include your cover letter, resume and professional references. A minimum of 3 professional references **MUST** be listed on the application. **(Note: Professional references are individuals who can attest to your job-related knowledge, skills and abilities while working or in a volunteer capacity AND are not family or personally related. Professional references should include job title, company name and address, phone numbers and email address if available.)**

Click the link for a complete job description [Tourism Division Manager](#)
To apply on-line, visit our website at: www.gloucesterva.jobs

Gloucester County is an Equal Opportunity Employer

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All Gloucester County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator, the Emergency Management Director, or the Emergency Operations Plan (EOP). Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply. (Please see Gloucester County [Administrative Policy 101.1 - Employee Utilization in Adverse Weather and Emergency Conditions](#).)