



Massachusetts PROVINCETOWN

PROVINCETOWN HUMAN RESOURCES OFFICE

Position Opening

Assistant Director of Tourism

The Assistant Tourism Director works under the administrative direction of the Director of Tourism. This position performs administrative, management and technical work supporting the operations of the Tourism Department. Oversees the Tourism Grant Program, Supervises Senior Volunteers, supervises the Firehouse #3 as a community business asset and coordinates Visitor Services Board meetings and minutes. Administrative responsibilities include organization of the Office of Tourism, regular updating of the Tourism website, posting and responding to social media, maintaining and follow through of marketing and advertising calendar, processing invoices for payment, maintaining accurate files and records of all Tourism activity, and must be comfortable with and able to deal appropriately and tactfully with the general public, including customer and stakeholder inquires, media requests and visitor concerns. Performs all other related work as required.

This a full time, salaried, confidential position. This is a 40 hour a week position, Monday through Friday with additional time, as required, evenings and weekends with possible travel.

Bachelors degree or higher, and three years of related office experience; or any equivalent combination of education, training and experience. A valid motor vehicle operator's license is required.

This is a Grade 7, nonunion position within the Town's Compensation Plan. Starting pay will be based on demonstrated qualifications and experience within the salary range of \$60,375 - \$78,391.

For initial consideration please send completed application, cover letter and resume to: Human Resources, Town of Provincetown, 260 Commercial Street, Provincetown, MA 02657 or hr@provincetown-ma.gov by March 10th, 2023 at 12PM. This position will remain open until filled.

The Town of Provincetown, Massachusetts is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, sex, national origin, marital status, age, or sexual preference, or any other category protected under the state and federal anti-discrimination laws.

Alex Morse, Town Manager

Posted: Provincetown Town Buildings, Indeed, LinkedIn, Facebook, CCYP, Independent
Date: September 9 & 16

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508-487-7000 ext. 525