



Massachusetts PROVINCETOWN

PROVINCETOWN HUMAN RESOURCES OFFICE

Position Opening

Assistant Director of Tourism

The Assistant Director of Tourism is a full-time position with the Town of Provincetown, MA. The Assistant Director of Tourism, working in conjunction with the Director of Tourism, coordinates the development and execution of strategies to market and promote Provincetown as a tourism destination and stimulate the economic development of the Town. This position reports directly to the Director of Tourism and shall be responsible for carrying out the daily operations of the Tourism Office and managing vendors and volunteers. Work involves a variety of day-to-day duties involving public relations, marketing and advertising, social media, grant management, Board coordination and community assets. The Assistant Director of Tourism works with the Director of Tourism, and the Town's business membership organizations (Provincetown Chamber of Commerce and Provincetown Business Guild) to strategically encourage tourism as the largest economic engine of the Town.

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.

A degree in marketing, public relations or a closely related field. 5 to 10-years' experience in marketing or public relations work; or any combination of training and experience which provide the required skills, knowledge, and abilities.

This is a nonunion position within the Town's Compensation Plan. Starting pay will be based on demonstrated qualifications and experience within the salary range of \$65,000 - \$85,000.

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 August 25th, 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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