

Montague Waterfront General Manager:

- Work cooperatively with the Board of Directors to ensure smooth operations of Montague Waterfront
- Works cooperatively and proactively with the Events Coordinator and the Town Hall staff on events that will be occurring at the Waterfront
- Install and remove docks in Montague Marina
- Install and remove docks in Brudenell Marina
- Complete all funding applications, as well as staffing applications through Provincial and Federal Governments
- Manage 12-15 seasonal staff, to ensure smooth marina operations in Montague and Brudenell, as well as Tourism Information Services in Montague
- Includes scheduling, interviewing, hiring, mediating, training staff for cash register, balancing, POS system and paperwork
- Oversee maintenance and security of Waterfront facilities, including buildings and grounds, and source funding where possible to complete maintenance or upgrades
- Review daily sales sheets, and complete deposits as necessary (weekly or more)
- Communicate effectively with boaters: rates, berth locations, and any changes
- Organize support for entertainment or movies. Ie: staffing, setup, and teardown (3 nights/wk)
- Develop and manage a budget for the Waterfront
- Prepare agenda for monthly board meetings, and give managers report
- Liaise with tenants, resolve issues, prepare and enforce leases
- Collect rents and accounts receivable
- Exercise purchasing authority, act as point of contact for suppliers and contractors
- Other duties as assigned by the Board of Directors

To apply to the MWDC Board please send a resume to townhall@montaguepei.ca or drop off at the Town Hall in Montague, 24 Queens Road.