



Position Title: Dundas Place Manager

About the Job

We need the most exciting person to manage the most exciting place in London, Ontario.

The Dundas Place Manager will be the ultimate place-maker: activating space, facilitating events, and coordinating maintenance and security on Dundas Place downtown.

- Can you roll with the punches?
- Can you bring together multiple groups, businesses, and agencies?
- Are you patient, bold, and resilient?
- Are you a creative unicorn?

MainStreet London is searching for an individual who will be the connector, catalyst and champion in establishing Dundas Place as London's core experience.

Summary of Duties

Reports to the CEO of MainStreet London. Ensures Dundas Place is active, maintained and secure through coordination with City of London staff, property and business owners, and input from downtown stakeholders.

Work Performed:

General

- Sit on and work closely with the Core Area Coordinating Team and the Special Events Coordination Committee
- Coordinate with City staff and other parties to ensure the operations of Dundas Place and Market Lane are efficient and effective
- Oversee the development and annual review of policies, procedures and standards related to Dundas Place events and activities
- Track performance measures established for Dundas Place
- Maintain strong relationships with property and business owners downtown, with specific attention to those located along Dundas Street
- Coordinates the use of the Dundas Place "field house"
- Respond to all enquiries regarding Dundas Place in a professional and timely manner
- Work frequent evening and weekend hours

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Activation

- Act as a liaison to third-party users of Dundas Place and/or Market Lane and guide them through the applicable processes
- Manage and oversee the provision of equipment for events
- Maintain a calendar of all scheduled events taking place within Dundas Place and/or Market Lane
- Stay well-informed of activities occurring throughout the downtown, particularly in Victoria Park and Harris Park, to coordinate events or to avoid conflicts
- Recruit third-party events and encourage the use of Dundas Place for activities and events suited to the space
- Maintain Dundas Place social media platforms
- Prepare all media releases related to Dundas Place
- Develop branding unique to Dundas Place with the assistance of professional staff
- Market and promote activities and events scheduled to take place on Dundas Place
- Investigate and develop revenue-generating opportunities to off-set expenditures related to Dundas Place and Market Lane develop revenue-generating opportunities, such as permits, rentals, advertising and sponsorships
- Seek out sponsorship opportunities
- Work with City staff and the London Downtown Business Association in coordinating capital expenditures
- Coordinate and facilitate road closures as required

Maintenance

- Undertake regular inspections of Dundas Place, report issues, and arrange for repairs or additional maintenance as required
- Coordinate the maintenance of Dundas Place to ensure it does not conflict with other activities planned for the space

Security

- Work with City of London Police, Foot Patrol Officers, and additional security personnel to create a safe and secure environment
- Take a proactive approach to risk and emergency management for events

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Qualifications:

- A post-secondary degree/diploma in a professional discipline pertinent to the job functions, such as business administration, marketing, or economic development, with a minimum of five years of related work experience

Skills:

- Excellent leadership skills and experience managing/coordinating staff and service providers
- Skills in conflict resolution and problem solving and working with political and third-party clients
- Strong verbal and written communication skills, experience managing various social media platforms, and a proven track record in marketing
- Strong skills in event planning and project management
- Experience working with the media and/or media training is an asset
- Strong functional ability in the use of a standard office suite of computer programs and social media platforms

Think you are our champion?

Please send your resume and cover letter to Janette MacDonald by July 31, 2018.

Janette MacDonald
CEO and General Manager
Downtown London
janette@downtownlondon.ca

This is an 18 month contract position.

Interviews will be conducted the week of August 13, 2018.

We thank everyone who applies but will only be contacting individuals who will be interviewed.

What is Dundas Place?

Dundas Place is a four block stretch of Dundas Street currently transforming into an accessible, curbside, flexible street. Dundas Place will offer a multitude of experiences along its length exuding innovation, vibrancy, creativity and entrepreneurialism. Inspired by London's relationship with the Thames River, Dundas Place will uniquely integrate our City's history with a simple and playful streetscape.

Dundas Place aims to be as flexible as possible for all users, with both fixed (built-in) and flexible (movable) elements.

It is the first transformational project in Our Move Forward: London's Downtown Plan.

Dundas Place is about more than constructing a flexible street. It represents an opportunity to build community and make our entire core stronger. A sense of place is something we can create together. Every day.

Learn more at www.dundasplace.ca

What is MainStreet London?

Created in 1999 in response to the City of London's Downtown Millennium Plan, MainStreet London is committed to the continued improvement of our downtown via the recruitment of new commercial and residential tenants. In addition, MainStreet London seeks to improve the streetscape downtown by encouraging quality urban design through our economic incentives.

MainStreet London is one of two complementary organizations that make up Downtown London: the London Downtown Business Association (LDBA) and MainStreet London - which are governed by two boards that share some common membership.

Our mission is to steward the levy paid by member businesses by leading and championing programs and investments that make London's downtown a destination of choice and an economic centre that supports the entire community.

Learn more at www.downtownlondon.ca