



Canal Society
of New York State
www.newyorkcanals.org

JOB OPPORTUNITY: PARK MANAGER Port Byron Old Erie Canal Heritage Park

Port Byron, New York

April 2018

Organization & Location

The Canal Society of New York State is a nonprofit 501(c)3 organizations that specializes in the interpretation, education, preservation, and, where appropriate, restoration of the nationally significant heritage of the New York State's Erie Canal and its many branches.

The Canal Society is the operator of the Port Byron Old Erie Canal Heritage Park, which is an 18-acre site with authentic 19th century Erie Canal structures and buildings. A newly constructed Visitors Center contains a gift shop, exhibits, and restrooms. The site is nationally unique because it is directly accessible from both an Interstate Highway (NYS Thruway I-90 East) and a State Highway (NY-31).

Position Description

This new seasonal position (May through October) is an outstanding opportunity for an experienced professional with a proven track record of organizational, leadership, and management skills. The Manager reports to the Heritage Park Management Team and oversees all daily Park operations. Furthermore, the Manager is responsible for budget preparation and management, formulation and implementation of operating procedures and annual performance goals. The Manager also provides general supervision of all employees (Travel Counselors) and volunteers (Friends Group).

Duties, Functions, and Responsibilities

Promotion, Outreach & Fund Development

- Represent the Park at canal- and tourism-related events, conferences, and meetings
- Outreach to the general public and Finger Lakes Tourism Promotional Agencies using all relevant media platforms to aggressively promote, market, and advertise the Park
- Partner with local community organizations

- Lead the development and maintenance of a Park website and social media presence
- Develop print brochures & other relevant promotional materials
- Develop and manage a Park Membership Program
- Book tours and meetings as well as recruit and manage the required staff
- Seek out, apply for, and administer grants to assist in supporting, promoting, and improving park operations, grounds, buildings, and interpretative plans

Human Resource Management

- Hire staff and manage gift shop personnel
- Work closely with the Friends Group to maintain and increase volunteer numbers
- Ensure periodic employee and volunteer training
- Manage daily work schedules and hours for volunteers and employees in the Visitors Center in cooperation and agreement with the Friends Group.
- Lead and attend all staff meetings
- Report payroll data to Canal Society

Financial Management

- Demonstrate computer literacy with verifiable skills to maintain and manage financial records, budget, and inventory control in QuickBooks or similar bookkeeping software
- Keep track of and order gift shop inventory
- Administer online sales and credit card purchases
- Responsible for cashing out the gift shop and donation box, handling, accounting for, and properly depositing all cash taken in at the end of each day
- Prepares monthly and annual financial reports to the Park Management Team
- Prepares and submits an annual budget to the Park Management Team

Other duties may be assigned by the Park Management Team. The position description is subject to change without notice or approval of employee.

Minimum Qualifications & Requirements

- Bachelor's degree or equivalent in on the job experience
- Strong interpersonal, communication, and crowd-management skills
- Experience in the management of a tourism site or park preferred
- Business, marketing, and/or retail experience a plus
- Strong administrative and organizational skills
- Demonstrate an interest in the Erie Canal and/or the willingness to learn about this unique site

The Canal Society of New York State an equal opportunity employer.

Compensation

This position offers a competitive contract of \$25,000 per season. The Manager will be hired through the Canal Society of New York State. The current funding for this position is available for three years.

To Apply

Qualified candidates should email their resume and a compelling cover letter to:

Mr. Dan Wiles
President, Canal Society of New York State
emita2@aol.com

And

Mr. Thomas X. Grasso
President Emeritus, Canal Society of New York State
tgrasso1@rochester.rr.com

Application Deadline: April 25, 2018