



Job Posting

Cape d'Or Seasonal Manager

The Cape d'Or Seasonal Manager is responsible for the on-site operation of Cape d'Or, including staff oversight, customer service, visitor experience standards, and overall site operations. This role is based on-site and oversees implementation of Council-approved strategies and plans while ensuring excellence in service delivery and interpretation of the site's historical significance.

This position works 35 hours per week during the operating season (mid June–mid September) and will frequently work alone in an isolated location.

See below for detailed position description and salary.

Deadline for resumes is Monday, May 25 2026, at 1:00 pm.

Please forward your cover letter and resume to:

Municipality of the County of Cumberland
Kellie Seaman, Human Resources Generalist

kseaman@cumberlandcounty.ns.ca

*Clearly mark your resume "Cape d'Or Seasonal Manager"



Department of Recreation & Community Services Cape d'Or Seasonal Manager

Job Title

Cape d'Or Seasonal Manager

About the Role

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This position reports to the Facilities Coordinator.

Responsibilities and Duties

1. Facility Administration – Management

- Oversee daily activities at municipal tourism sites including Cape d'Or such as staffing, maintenance coordination, tours, inspections, bookings, and reporting.
- Manage customer inquiries, concerns, and public relations matters.
- Ensure opening and closing procedures are followed.
- Collaborate with municipal staff and partners to promote tourism awareness and visitation opportunities.
- Work with the Facilities Coordinator to purchase supplies and equipment within approved budgets and financial guidelines.

2. Supervisory Responsibilities

- Develop and deliver orientation and training for Cape d'Or staff and complete onboarding/offboarding documentation.
- Review and approve timekeeping for seasonal staff.
- Supervise staff performance, provide coaching and mentoring, conduct evaluations, and set performance targets.
- Foster a positive, respectful, and collaborative workplace culture.
- Ensure compliance with Occupational Health & Safety standards and procedures

4. Strategic Development and Action Planning

- Research, prepare, and present reports and recommendations as required.
- Identify opportunities for tourism growth and implement existing tourism strategies.

- Monitor industry trends and conduct feasibility research to enhance programs, experiences, and site offerings.

6. Site Leadership & Visitor Experience

- Provide overall management of the site and employees.
- Ensure excellence in visitor experience standards.
- Ensure accurate and engaging interpretation of the history of Cape d'Or Lighthouse.

Qualifications & Skills

- University degree in Tourism or a related field (business, planning, marketing, economics with tourism concentration) or equivalent combination of education and experience.
- Minimum three (3) years' experience in tourism or a related field, including supervising customer-service focused teams.
- Demonstrated leadership, team-building, and interpersonal skills, with strong written, verbal, and presentation abilities.
- Experience in marketing communications, community engagement, and online strategy execution; public-sector experience is an asset.
- Strategic and creative thinker with knowledge of municipal government operations and tourism programs.
- Proficiency in MS Office Suite.
- Valid driver's license.
- Comfortable with public speaking and engaging diverse audiences.
- Demonstrated interest in the history and significance of Cape d'Or Lighthouse.

Salary, Benefits, and Conditions of Employment

The Municipality has an approved hourly rate for this position.

\$26.69

This position qualifies for overtime pay.

Work is performed primarily on-site at municipal locations during the operating season.

The workload is frequently unpredictable and may require overtime without notice.

Flexible hours are required, including evenings and weekends, to support operational needs.

The incumbent must be comfortable working independently for extended periods in a remote setting.

The Municipality's Personnel Policy should be referred to for additional information regarding conditions of employment, it can be found here:

<https://www.cumberlandcounty.ns.ca/government/policies/2645-personnel-policy-handbook-october-2024-1/file.html>