
Position Title:	General Manager of the Civic Centre
Competition Number:	2026-03
Employee Group:	Management
Salary:	\$ 77,575.79 - \$103,434.36
Closing Date:	This competition will remain open until a candidate is hired.

The City of Corner Brook is presently accepting applications for the full-time permanent position of General Manager of the Civic Centre with the Department of Recreation & Tourism Services (Civic Centre).

The General Manager of the Civic Centre oversees the overall operation and management of the City's multi-purpose facility, leading all business, operational, and service functions to ensure efficient operations, excellent customer service, and responsiveness to community and stakeholder needs.

This position provides overall operational leadership for the Civic Centre, overseeing daily operations, staff supervision, event and facility management, financial oversight, and the effective use of technology and systems. The role is responsible for budgeting and financial performance, staffing and workforce development, and ensuring safe, efficient, and policy-aligned operations. The General Manager also builds and maintains strong relationships with clients, promoters, stakeholders, and the community, ensuring exceptional customer service and successful event delivery.

The successful candidate will be expected to work a flexible schedule, including evenings, weekends, and holidays, and to serve as Manager on Duty for designated events, with additional meeting or function attendance as required under City policy.

QUALIFICATIONS:

A Bachelor's degree in a related field, along with a minimum of five years of progressive experience in facility or venue management, including at least two years in a management-level supervisory role. Experience working in a unionized environment is considered an asset.

Demonstrated leadership and team-building abilities, strong communication and customer service skills, and the ability to effectively manage budgets, projects, and operational logistics. The ideal candidate has working knowledge of arena operations, including sales, marketing, event services, facility maintenance, food and beverage operations, safety protocols, and event management systems, with proficiency in Microsoft Office.

The City of Corner Brook will provide support throughout the recruitment process to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. Candidates are encouraged to discuss specific needs with the City's Human Resources division, by emailing hr@cornerbrook.com

The City of Corner Brook thanks all applicants for their interest; however, only those selected for an interview will be contacted.

Please submit résumés, **giving complete details of qualifications including a copy of your endorsements**, and stating competition number to the Human Resources Office via e-mail
careers@cornerbrook.com