

JOIN THE TEAM CHARGED WITH REVITALISING BERMUDA TOURISM.

The Bermuda Tourism Authority is a dynamic, new enterprise that embraces innovation and creativity and values the entrepreneurial spirit. Our primary objective is to grow tourism and fulfill the mandates of the National Tourism plan.

If this sounds like an exciting career opportunity and you're up to the challenge, then we want to hear from you.

REAL ESTATE AND OPERATIONS MANAGER

The successful applicant will report to the Chief Product and Experience Development Officer and will ensure that all aspects of lodging and real estate related to the Bermuda Tourism product are monitored and maintained efficiently.

Duties and Responsibilities will include:

- Coordinate execution of lodging and real estate related product development strategies with corresponding owners, operators and vendors
- Support development and maintenance of tourism related venues
- Liaise with hotels to develop product enhancement strategies and implementation plans
- Assist in development and implementation of hotel classification systems and quality standards initiatives through coordination with the Tourism Training and Standards Manager and the Chief Product and Experience Development Officer
- Review applications and select real estate projects for funding (grants and loans) in coordination with the Investment Division

Minimum Qualifications, Skills & Experience:

- Bachelor's degree in real estate, finance, business administration or related field is necessary, Master's Degree preferred
- 5 years of corporate real estate experience with a high concentration of portfolio and transaction management. Tourism experience preferred
- Demonstrated understanding of real estate industry including basic fundamentals regarding structures and transaction types, which includes development, ownership, leasing and property management
- Demonstrated success in negotiating real estate contracts, service agreements, joint venture agreements and vendor contracts
- Demonstrated ability to organise and prioritise ever-changing workloads, work independently and meet strict reporting deadlines
- Demonstrated ability to communicate effectively both in writing and verbally

COMMUNICATIONS AND TOURISM APPRECIATION MANAGER

The successful applicant will report to the Marketing Manager and is responsible for managing the creation and distribution of all tourism related communication to Bermuda.

Duties and Responsibilities will include:

- Act as the conduit to identify, design and release appropriate communications, updates, successes and general business information from customers, business interactions, trade shows and events, etc. from all key feeder markets
- Work closely with external Advertising and PR agencies and representatives, both in Bermuda and abroad as required to execute on-island communications and tourism appreciation initiatives
- Monitor and report on-island communications and tourism appreciation activity and results on a regular basis
- Provide feedback on any key communications and tourism appreciation trends or competitor activity
- Host, organise and/or escort press trips, familiarisation trips of travel professionals, celebrities, business partners or any other visiting individuals as requested by the offshore PR companies and/or the Sales office, as requested
- Represent Bermuda at key events and trade shows as needed

Minimum Qualifications, Skills & Experience:

- A Bachelor's Degree in marketing, communications, public relations or a related field minimum
- 5 years' experience in a similar role in communications, public relations or marketing
- Demonstrated success in building strong relationships
- Demonstrated ability to communicate effectively both in writing and verbally
- Proficient computer skills

EXTERNAL COORDINATION MANAGER

The successful applicant will report to the Chief Product and Experience Development Officer and will ensure that senior leadership are provided with the necessary support on cultivating and managing inter-governmental and inter-agency relationships and tasks related to the Bermuda Tourism product.

Duties and Responsibilities will include:

- Assist senior leadership with the development of a communications strategy, including a digital plan, fundraising and business development priorities
- Assist senior leadership with inter-governmental coordination tasks on a daily basis
- Develop and cultivate inter-governmental relationships and inter-agency relationships with the aim of managing the professional reputation of the Bermuda Tourism Authority
- Attend tourism related government meetings/hearings and issue appropriate press releases or speeches
- Manage eligible projects through the government approval process and streamline interactions with approval agencies
- Represent the Authority at relevant meetings

Minimum Qualifications, Skills & Experience:

- Bachelor's degree in a related field (mass communications, journalism, public relations) is essential
- 5 years' experience in a similar role
- A proven track record of building and implementing a communications strategy to engage a wide range of stakeholders
- Demonstrated ability to communicate effectively both in writing and verbally
- Demonstrated success in managing multiple priorities, relationships and deadlines

TOURISM TRAINING AND STANDARDS MANAGER

The successful applicant will report to the Chief Product and Experience Development Officer and will ensure that all aspects of tourism and hospitality training initiatives are implemented efficiently and standards are maintained.

Duties and Responsibilities will include:

- Develop and administer classification system for quality management, including hotels, restaurants, spas and other tourism products
- Liaise with hotels to assess training needs
- Develop and administer tourism training programmes within Bermuda; working with key contributors within the hotels as well as local institutions
- Coordinate with the Chief Product and Experience Development Officer on the development of tourism training and standards strategies
- Supervise vendors promoting careers in hospitality and the tourism industry

Minimum Qualifications, Skills & Experience:

- Bachelor's degree in human resources, education or a related field
- Minimum 5 years' experience in training and development
- Demonstrated leadership abilities
- Strong verbal, listening and written communication skills required
- Excellent interpersonal skills
- Demonstrated commitment to excellence in customer service
- Practical experience in vocational, technical and non-technical training

**BERMUDA TOURISM
AUTHORITY**

If you are qualified and passionate about any of these opportunities, please apply by emailing your resume to employment@bermudatourism.com by December 24, 2013. Interested, but not seeing a job that suits your skills and experience? Stay tuned – more job opportunities will be advertised over the coming weeks!

The Bermuda Tourism Authority offers a competitive total remuneration and benefits package based on experience and qualifications. All enquiries will be dealt with in strict confidence.

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