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**POSITION:** Director of Operations, Site Activation

**COMPANY:** Northcrest Developments

**LOCATION:** Toronto, ON

**REPORTS TO:** Executive Director, Site Activation & Programming

**WEBSITE:** <https://www.northcrestdev.com/>

**THE ORGANIZATION**

Northcrest Developments (“Northcrest”) is a wholly owned subsidiary of the Public Sector Pension Investment Board (“PSP”), which owns the 370-acre Downsview Airport Lands. Northcrest is responsible for leading the redevelopment of this extraordinary site, which will be transformed into a series of thriving complete, mixed-use communities over the coming decades.

With a 30-year horizon before development is complete, Northcrest recognizes the opportunity to pursue public-facing activities on the lands to create an early sense of place (“site activation”). Using arts & culture, sports & recreation, innovation pilots, and other placemaking initiatives, there is an opportunity for the Downsview Airport Lands to immediately become a hub for community, commercial and cultural activity, with programming taking place across the 2.1km runway and inside large-scale hangars. This is a once in a generation opportunity to become a part of an extraordinary city-building and destination-making project.

**THE POSITION**

Reporting to the Executive Director, Site Activation & Programming, the Director of Operations, Site Activation (“Director of Operations”), will oversee the physical transformation of key areas on the Downsview Airport Lands into programming spaces for events, festivals, recreation and innovation pilots, and then develop and manage the operational systems for the day-to-day management of these new cultural destinations.

With a combination of project management, site management and general management duties, the Director of Operations will oversee infrastructure development, leasing and licensing, scheduling, operating policies, permitting, financial systems, staffing and site servicing in the programming zones in order to effectively host first-class internal and third-party activities. In addition, this role will work collaboratively with the rest of the Northcrest team to support the overall master plan vision, to assist in implementing organizational strategy, integrate responsible development, and support community outreach and engagement.

**RESPONSIBILITIES**

**Site Development**

* Manage the physical development of the site that is required to support the programming zones.
* Contribute infrastructure, operational and financial planning to the design of programming areas in order to create spaces that will meet the needs of users.
* Prepare RFP and RFQ for the procurement of services.
* Manage project managers, designers and other consultants and contractors to implement programming areas including access, servicing, parking, and other supporting infrastructure on time and on budget.
* Collaborate with prospective anchor cultural tenants to assess their needs and provide information and guidance on relevant site conditions.
* Coordinate all permits and site plans required for programming zone activities in collaboration with the Development team.
* Prepare capital improvement and maintenance plans and assess ongoing repairs and upgrades to the programming zones.

**Operations**

* Develop long-range and short-term strategic and operational plans and systems with the site activation team.
* Create and maintain systems for scheduling and managing internal and external programs and activities.
* Develop contractual policies and obligations for all-third parties who license or lease space in the programming zones.
* Create and maintain security, health & safety, staffing and operating policies that govern all site activation activities and ensure a first-rate public experience.
* Develop and manage financial systems for efficient budget tracking and the tracking of receivables and payables related to site activation.
* Establish and manage property management and site management contracts and schedules for the programming zones, as well as a parking strategy.
* Collaborate with the Infrastructure team on shuttle routing and operations, as well as active transportation routes to address first/last mile solutions.

**General Management**

* Oversee the day-to-day operations of the programming zones.
* In partnership with the Executive Director, Site Activation & Programming, negotiate license and lease agreements.
* Manage the development, administration and monitoring of annual and project budgets including processing, tracking and submission of purchases, contracts, revenues and expenditures.
* Review both internal and third-party event plans and ensure they are comprehensive and at a high standard of safety and excellence.
* Implement and supervise all landlord obligations required for license and lease fulfillment in the programming zones.
* Maintain ongoing communication with all relevant city departments and neighbouring organizations, and ensure compliance with all relevant Federal, Provincial and City policies, bylaws and guidelines.
* Hire and supervise contract staff.
* Attend key events and event milestones.
* Other duties within the scope, spirit, and purpose of the job, as requested by management.

#### CANDIDATE QUALIFICATIONS

* Minimum 10 years of relevant work experience in an events or cultural environment, preferably in an outdoor setting.
* Demonstrable experience with large-scale site/venue management, project management, and operations management.
* Experience in site/venue infrastructure and operations, lease/license negotiation and management, parking management, health & safety planning, event logistics, and/or production management.
* Practical experience in coordinating contractors and external suppliers involving a wide range of contracts and trades.
* Knowledge of relevant legislations, regulations, codes, collective agreements, protocols and policies such as Employment Standards Act, Human Rights Act, Occupational Health and Safety, Public Health protocols, AODA, WHMIS, relevant City By-Laws, etc.
* Ability to work with and create AutoCad drawings is an asset.
* Past experience managing construction projects is an asset.
* Proven ability to be detail oriented in a faced-paced environment while managing the dynamic of multiple priorities simultaneously.
* An entrepreneurial approach to working, with an independent and highly motivated work ethic.
* Demonstrated ability to work with a variety of stakeholders.
* A proven commitment to equity, diversity, inclusion and accessibility.
* Outstanding written and verbal communications skills, interpersonal relationship management, and conflict resolution.
* Excellent organizational skills including the ability to prioritize and react quickly to changing circumstances.
* A strong team orientation and collaborative approach.
* Willingness to work occasional variable work hours in accordance with the event schedule which could include early mornings, late nights and or weekends (time off in lieu will be given).
* Commitment to the company’s goals and values.

**COMPENSATION**

A competitive compensation package will be offered, complete with salary and benefits.

**HOW TO APPLY**

Please apply by email with your cover letter and resume by no later than March 5th, 2023. Send to: [Northcrest@searchlightpartnersgroup.com](mailto:Northcrest@searchlightpartnersgroup.com)

***Northcrest Developments is an equal-opportunity employer and committed to fair and accessible employment practices. We are committed to building and maintaining an inclusive work environment that reflects the diversity of the public we serve.***

***We thank all applicants for their interest; however, only those being considered for interviews will be contacted by Searchlight Partners.***