



Manager Desjardins Expo Ormstown

Expo Ormstown

Known far and wide simply as the "Ormstown Fair" this non-profit organisation is operated by volunteers for the benefit of the community. Desjardins Expo Ormstown offers excellence in live stock exhibitions, equestrian events, agriculture displays, an array of handicrafts, baking and flower displays, musical and dance performances, tractor pulls, a demolition derby, and the list goes on! All these elements provide a fun and valuable educational country experience for the whole family.

Position Summary

This is a part time position, with extended hours required closer to the dates of the fair (second week of June each year). The Manager is responsible for organizing and coordinating the "Ormstown Fair," also known as "Expo Ormstown," each year in June. He/she will attend meetings, book activities, coordinate with committees, ultimately reporting back to the Expo Ormstown Board of Directors. The manager will be obligated to work from the fair office from May 1-July 1, but will be responsible for providing an office space in a mutually agreed location in or near the MRC du Haut-Saint-Laurent.

Responsibilities

The candidate will

- be responsible for organizing the Ormstown Fair each year, and will be responsible for representing the organization throughout the year at various events.
- be responsible for hiring a small team of seasonal staff each year.
- oversee and actively participate in the implementation and evaluation of the event, including marketing plans, reserving activities, judges and participants, preparation of the grounds, confirming contracts, selling goods and services related to the event, etc.
- Be responsible for the financials and accounting of the organization, including filing all relevant reports and documentation, managing payroll and reporting on the financials on a monthly basis to the board of directors.
- Prepare agendas and minutes for board meetings, as well as other necessary meetings.
- File necessary (and new) grant applications for funding.
- Cultivate positive relationships with relevant stakeholders, including community groups, government representatives and industry representatives.
- Be required to work extended hours on occasion.
- Report to the board of directors and consult them on various topics and issues as needed.
- Other tasks as required.

Qualifications

The ideal candidate will be hard-working, resourceful, and have a diverse skill set to assist Expo Ormstown in achieving a successful fair each year. As well:

- Working knowledge of fairs, festivals or events
- Experience working in small communities
- Experience planning large events
- Knowledge of financial and human resource management
- Professional, interpersonal skills including written and verbal
- Experience with social media and online marketing an asset
- Bilingualism an asset

Interested candidates should submit a resume, cover letter and salary expectations no later than May 11, 2017 to resume@expoormstown.com