

## **Caledonia Agricultural Society**

151 Caithness Street East  
Caledonia, ON N3W 1C2  
Canada



### **Job Description – Special Events Planner (Fair Assistant). TEMPORARY, FULL-TIME.**

This job description has been designed to indicate the general nature and level of work performed by a special events planner. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to the job.

#### **General Statement of Duties/ Job Objectives**

The Fair Assistant will work under the direction of the Caledonia Fair Manager to perform tasks involved with the planning and development of the annual Caledonia Fair and other festivals and events which take place at the Caledonia Fairgrounds. These tasks include but are not limited to: researching and booking entertainment; creating and designing posters, advertisements, and other marketing materials; working alongside staff and volunteers to develop event programming; answering phone calls and emails; and updating social media accounts. In addition, the Fair Assistant will assist the Fair Manager with facility rentals, bookkeeping, and human resources tasks as required. This position is intended for individuals seeking to develop skills for a future career in the event planning, business management, or non-profit industries.

#### **Qualifications:**

1. A Drivers License without restrictions, valid for use in the Province of Ontario, Canada.
2. A high school diploma recognized in the Province of Ontario, Canada (or equivalent).
3. Between the ages of 18 and 30 during the contract term (June 26<sup>th</sup>-September 1<sup>st</sup>, 2023).
4. Enrolled in a post-secondary institution in Canada.
5. Smart Serve, Ontario Food Handler Certificate, and First Aid/CPR certifications an asset.

#### **Duties:**

1. Comply with the by-laws of the Caledonia Agricultural Society in carrying out duties.
2. Prudently respect, safeguard, and utilize the organization's resources within the budget guidelines according to current laws and regulations.
3. Act in a professional, respectful, and responsible manner at all times, including with other employees, volunteers, and the public.
4. Assist with the planning and development of the annual Caledonia Fair and other festivals and events as assigned from time to time.
5. Understand and demonstrate the proper use of safety practices.
6. Actively participate in environmental health and safety responsibility by following established policies and procedures.
7. Other duties as prescribed from time to time related to the setup and execution of fundraisers and on-site events, as determined by the Manager and/or the Board of Directors of the Caledonia Agricultural Society.

#### **Physical Requirements**

This is a physically demanding position which requires standing for extended periods of time, lifting heavy objects on a regular basis, and undertaking repetitive tasks.

**Working Conditions**

This position requires working indoors, outdoors, and in low/high heat conditions (barns and outbuildings).

**Working Hours**

35 hours per week. Mondays-Thursdays 9am-5pm & Fridays 9am-12pm, some evening and weekend work may be requested. Includes a paid lunch break from 12pm-12:30pm Monday-Thursday.

**Compensation**

\$16 per hour, plus statutory holiday pay and 4% vacation pay. Health benefits are not offered for this position.

**Contract Duration**

This is a temporary, full-time contract position. The contract will begin no later than June 26<sup>th</sup>, 2023 and end no later than September 1<sup>st</sup>, 2023. There is some flexibility for the starting date, however, the maximum contract duration is 10 weeks.