

The Provincial Exhibition of Manitoba is a not-for-profit charitable organization rich in history. It was established in 1882. Our mission is to showcase agriculture and link urban and rural through education and awareness while providing entertainment, community pride and economic enhancement to the region. This is achieved through our three annual fairs; the Royal Manitoba Winter Fair, the Manitoba Summer Fair, and the Manitoba Ag Ex and our annual President's Dinner. The exhibition operates the recently restored national historic site Display Building II as its office and a community event facility. The Exhibition plays a pivotal role in showcasing the importance of the agricultural industry in our region.

Duties and Responsibilities include but are not limited to the following:

- Oversee the day-to-day business operations of the Provincial Exhibition of Manitoba
- Report to the Executive Board of Directors
- Ensure preparation and distribution of meeting agendas
- Ensure that financial reports are compiled for presentation to the executive board
- Ensure preparation of board minutes and report regularly to the Directors-at-Large
- Present progress reports for all events and overall organization
- Attend event executive meetings as required
- Assist with the review and updating of the organization's strategic plan and with the development and implementation of bylaws, policies & procedures

Staff:

- Assume HR & supervisory duties for all staff including hiring, termination, daily supervision, performance reviews and goal setting
- Ensure ongoing staff training, development, and succession planning
- Develop and maintain up-to-date job descriptions, personnel policies & office procedures
- Assign staff to event committees

Financial:

- Prepare and maintain annual administration budget and assist in preparing and administering all event and committee budgets
- Maintain all investments in partnership with the comptroller
- Review all income and expenditures
- Work with the Auditing Firm and the comptroller to conduct and complete annual audits
- Compile and prepare all reports for the Annual General Meeting
- Identify and develop additional sources of funding for the Provincial Exhibition (i.e. Government grant programs, foundations, etc.)

Sponsorship:

- Work with the Sponsorship Lead on cultivating and selling major sponsorship

Miscellaneous:

- Serve as the liaison with Keystone Centre, and Municipal, Provincial and Federal Governments on behalf of the Provincial Exhibition of Manitoba

- Be the official representative of the Provincial Exhibition of Manitoba for media and public organizations as required
- Develop and implement new office systems, practices and strategies as required for increased efficiency
- Explore and implement growth opportunities through partnerships and other events
- Attend meetings of the Members Group of the Keystone Agricultural & Recreational Centre Inc. along with the Exhibition President

Requirements:

Management experience of no less than 5 years

Interest and knowledge of Agriculture

Willing to work longer hours before and during events

Salary is negotiable for the right candidate.

Group Insurance available after probation period

Start date: TBD

Closing date for applications: Open until filled.

Please email your cover letter and resume along with references to president@provincialex.com