



Events Manager

Position Overview

Built upon 50 years of experience and history, the Strathmore & District Agricultural Society is a crucial pillar in the community and agricultural community. We strive to curate unique and authentic events delivering a world class experience for all. Creating meaningful relationships with our dedicated volunteers, our attendees, and sponsors is a vital aspect of what we do and attributes greatly to the success of each event.

The Events Manager will be responsible for the successful delivery of all Society events. The ideal candidate is a highly communicative and organized leader with a driven attitude that can thrive in a fast-paced environment year-round.

Essential Duties & Responsibilities

On site event management is required and includes evenings and weekends. Expected to lead a team of staff and volunteers, while having complete responsibility and control of all aspects of the event.

Manage all relationships with event contractors and suppliers.

Source event and partnership opportunities for activities that could lead to sponsorship. Work closely with Head of Operations and CEO for sponsor fulfillment.

Over see all event marketing and ensure all marketing campaigns are created and adhere to the budget.

Maintain all aspects of the event budget. Source and submit applicable grants that align with our events.

Always provide superior customer service and maintain a positive attitude.

Responsible for seasonal office staff hiring and Stampede contract hiring.

Perform other duties and responsibilities as assigned.

Qualifications

Exceptional planning and organizational skills.

High degree of accuracy and attention to detail.

Ability to interact positively with a diverse range of people such as volunteers, vendors, sponsors, contractors, staff members and attendees.

Must work well in a team dynamic as well as individually.

Strong interpersonal and communication skills.



Education and Experience

Bachelor's degree or equivalent experience preferred.

3-4 years experience in event managing.

High proficiency in MS Office applications (Word, Excel, PowerPoint and Outlook), and shared drives.

Proficiency with all social media platforms.

Previous experience in Square, Canva, and website creation is an asset.

Benefits

The Strathmore & District Agricultural Society offers full-time salaried employees a generous and comprehensive benefits package and vacation.

Compensation

The salary for this full-time position will be commensurate with experience. Standard office hours (8:30am – 4:30pm), 40 hours per week with overtime as required.

Please email resume and cover letter to meagan@strathmorestampede.com.

