



Coordinator, Agriculture

Email: jbrown@royalfair.org

Salary– \$200-\$225 / day

The Royal Agricultural Winter Fair (RAWF) is the world's largest combined indoor agricultural and equestrian event. Taking place each November at **Exhibition Place** in Toronto, the 10-day event draws roughly 300,000 visitors to celebrate the best in Canadian livestock, local food, and elite horse riding competitions

The Royal is seeking a Coordinator, Agriculture to work closely with the Manager, Agriculture. The Coordinator will be responsible and accountable for a central pillar of the Royal's identity and mandate, driving the agriculture competitions and programming.

The successful candidate will be execution focused, have a team first attitude, and bring a passion for agriculture to the organization. With a diverse range of responsibilities this individual will need to balance competing priorities, build strong relationships, and deliver results to the high level expected of The Royal. This role will be a contract commencing July 7, 2026 (or once the successful candidate is found) and terminating December 11, 2026.

Who you are:

You are an enthusiastic team player. You have knowledge of agriculture and the fair / show scene. You enjoy building relationships and understand that this is a customer service experience-based event. You have event management experience or similar and are good at managing multiple priorities. You manage pressure and stress well and don't mind a challenge. You are comfortable taking a task and running with it. You don't mind jumping into a new team and are excited for the challenge ahead.

RESPONSIBILITIES:

- Facilitate the coordination of assigned agriculture competitions
 - working closely with staff, superintendents and show office staff to ensure:
 - Secure competition needs: judges, supplies, volunteers
 - Ensure all supporting details are properly communicated
 - ensuring staff has the resources they require to facilitate a successful competition
- Ongoing priorities
 - Work closely with the Corporate Development team to ensure sponsorship deliverables are completed and tracked appropriately
 - Respond to general inquiries and information requests as required.
 - Maintain a professional attitude & appearance
- Draft and distribute competition marketing material pre-fair & post-fair; work in concert with Marketing Department to create and distribute.
 - Promotional Items



- Finalist Announcements
- Results Announcements & Champion Profiles
- Digital Rosettes for Exhibitors
- Update ROE Livestream broadcast script (run of show), including proper names and logos.
- Assist with Signage Design and execution
- Assist with updating superintendent, staff, judge, and sponsor contract templates to the relevant calendar year.
- Support updating and management of work orders and internal documents
- Other Duties as assigned

Qualifications:

- Minimum two years experience in agriculture, special event production, project management, community development, high-profile venue bookings experience or equivalent combination of education and experience.
- Knowledge of Agricultural Fairs / Shows and participating organizations an asset
- Excellent organizational and time management skills.
- Highly motivated self-starter with the ability to establish effective working relationships.
- Must have exceptional energy and follow-through required to deliver major features leading up to and during the Fair.
- Ability to build positive and supportive working relationships with management, staff, suppliers, event partners, sponsors, and volunteers.
- A track record of achieving/exceeding organizational goals and objectives
- Ability to work effectively independently and as a part of a dynamic team.
- Experience working with unionized environment an asset.
- Experience in Fair / Expo management an asset.
- Experience with Assist Expo an asset.
- Experience in agriculture an asset.
- Working knowledge of Microsoft Office suite required