



JOB POSTING

Title: Assistant Venue Coordinator
Reports to: Director, Hospitality and Specials Events (“DOH”)
Location: Enercare Centre, Exhibition Place, 39 Manitoba Drive, Toronto, ON
(GO Train & TTC accessible)

What is The Royal Agricultural Winter Fair?

The Royal Agricultural Winter Fair (RAWF) is the world’s largest combined indoor agricultural and horse show. Held over 10 days each November, The Royal is the premier showcase event for Canadian agriculture, local food, and equestrian sport, and provides an invaluable connection between rural and urban communities. Each year, The Royal stages over 200 competitions and features more than 1 million square feet of interactive and engaging programs with an emphasis on food and rural life. Visitors come to see animals at work and play, watch top chefs in action, learn about and sample the best in local food, craft beer and wine, witness Olympic-calibre riders from around the globe compete in the world-class Royal Horse Show, dine at one of The Royal’s restaurants and shop at one of the 250+ curated vendors.

The Royal typically attracts over 250,000 visits to its 10-day event. Annually, The Royal hosts more than 5,000 animals as part of The Royal’s livestock and horse competitions. Competitions are also held for Canadian produced agriculture food products, such as, cheese, honey and maple syrup.

The Royal also plays a critical role in educating the general public on the journey food takes ‘from farm to fork’. This includes farming practices, the food industry, food safety, health and wellness, local food options, environmental impact, innovations in agriculture & careers in agriculture and food industries. Over 12,000 students attend at The Fair each year. Ontario curriculum-based educational programs are available for grades 1 through 12.

Promoting agri-business and tourism within Ontario is another prominent feature of The Royal. Purveyors of agri-food, agricultural products and culinary tourism from across Ontario come to The Royal to promote their products, services and regions in the Southern Ontario market. Discovering new local products and the regions they come from is a valued part of experiencing The Royal.

The Royal Agricultural Winter Fair is celebrating its 100th Anniversary in 2022. The 2022 Fair dates are **November 4th – 13th** at Exhibition Place in Toronto.

The Royal Agricultural Winter Fair is a non-profit organization, with charitable status.

Description of Professional Services to Be Rendered

Purpose of the Role

To support the DOH and Venue Coordinator in the creation and delivery of food and beverage experiences consistent with the overall brand promise of The Royal Agricultural Winter Fair.

To support the DOH and Venue Coordinator with managing overall department, staff, contractors, and Hospitality Initiatives.

Scope of Services

Support the DOH and Venue Coordinator in the execution of operations plan, consistent with the approved budgets, to deliver the following areas of responsibility to provide a best-in-class local food experience for RAWF guests. This includes the following on-site events, staging areas and hospitality venues:

- 100th Anniversary Royal Gala
- The Culinary Academy
- Heritage Court Café
- Tanbark Lounge
- Hitching Ring
- The Royal Terrace
- The Bit and Bridle
- The Bull Pen
- Catering Services and Spaces for Meetings and Conferences
- Remembrance Day ceremony and Legion personnel
- 100-year Kitchen
- Improvised hospitality station(s) on the show floor

Duties and Responsibilities

Move-in and Move-out

- Assist the DOH with coordination of proper distribution and installation of RAWF assets and assist the DOH with coordination of proper strike and storage of assets.
- This job description and its responsibilities may change from time to time. It is acknowledged and accepted that the contractor may from time to time be requested to perform and/or assist in other duties and responsibilities as required by the DOH.

Monitor Critical Path

Coordinate daily with the DOH to increase efficiencies and to eliminate errors, omissions, and redundancies. Use the critical path to create a day-on-a-page document for move-in days, event days, and move-out days.

Monitor Product Inventory

- Receive and store internal water and soft drinks inventory.
- File invoices and other documentation.
- Receive and count alcohol inventory and store it securely.
- File invoices and other documentation.

Daily Monitoring of Venue Spaces

- Walk with opening checklist to confirm cleanliness, food safety, product security and general preparedness in Hospitality Initiative locations.
- Walk with opening checklist to confirm cleanliness, food safety, product security and general preparedness in Hospitality Initiative locations for the following day.
- Prepare and send to the DOH the daily end-of-day email.

Assist Venue Coordinator

- On execution of hospitality obligations for Meeting Rooms, Ballrooms and Other Activation Locations
- On deployment of staff

Compensation and Schedule of Work

\$225.00 CAD per day to a MAXIMUM of 55 days, following the projected Schedule of Work.

Projected Schedule of Work:

August: approximately 2 days/week or a total of 10 days

September: approximately 2 days/week or a total of 8 days

October: approximately 4 days/week or a total of 20 days

November: daily until conclusion of the Fair, then as needed or a total of 17 days

Reimbursements

The contractor will be reimbursed for:

- Mileage to special events, paid at \$0.44/km, not including commuting to RAWF offices
- Business-related long-distance telephone charges
- Reasonable business-related expenses, receipts required

All expenses exceeding \$75.00 require approval form Director, Hospitality and Special Events

Work Location

September to the end of November: work will be completed on site at Exhibition Place, Toronto, Ontario.

The requirements for “on site work” to be determined by current RAWF policies, as informed by public health measures and guidance, that are subject to change from time to time at the sole discretion of RAWF.

Qualifications

- Post-secondary education or One Year of Event Supervision experience or One Year of Project Management experience
- Experience in working in a unionized environment
- Proficient in Microsoft Office applications
- Provide references with resume

Other Attributes

- Excellent written and oral command of the English language

- Desire to make every guest experience both memorable and special
- Understand the balance of being respectful and professional whilst enjoying your work environment
- Strong attention to detail and customer service skills
- Excellent telephone skills
- Can take direction and work calmly and effectively under pressure while maintaining a high sense of responsibility
- You can work independently and/or within a team to juggle multiple prioritized tasks
- Be able to work evenings, weekends and holidays as required
- Provide proof of full COVID-19 vaccination will be required for this position

Physical/Work Environment

Be able to sit for extended periods of time at a computer station or work desk; Be able to stand and walk throughout the day; Be able to use hands and fingers to operate computers and office equipment for up to 8 hours each day; Be able to lift 10 pounds regularly; Be able to tolerate exposure to typical office environment conditions and noise levels; Be able to manage exposure to animal allergens before, during and after the event.

Interested candidates can forward a resume and cover letter to: careers@royalfair.org

Only those who meet these qualifications will be contacted at our discretion.