

## Position Title: Corporate Projects Assistant

### What is The Royal?

The Royal Agricultural Winter Fair is the world's largest combined indoor agricultural and horse show. Situated at Exhibition Place, in downtown Toronto, The Royal is the premier showcase event for Canadian agriculture, local food and equestrian competition. The Royal typically registers over 250,000 visits during the 10 days of the Fair each November. Each year, The Royal features more than 1 million square feet of interactive and engaging programs with an emphasis on agriculture, food and rural life, and stages over 200 competitions including livestock, agri-food products and equestrian sport. Visitors come to see animals at work and play, watch top chefs in action, learn about and sample the best in local food, witness Olympic-calibre riders from around the globe compete in the Royal Horse Show, dine at one of The Royal's restaurants and shop at one of the 250+ curated vendors. The Royal also plays a critical role in educating the general public on the journey food takes 'from farm to fork'. This includes farming and agriculture practices and husbandry, the food industry and production, food safety, health and wellness, local food options, environmental impact, innovations in agriculture and technology, urban farming and careers in agriculture and food industries. The Royal typically hosts upwards of 12,000 students, in organized school groups, at The Fair each year. These school groups range from primary schools to post-secondary institutions, as well as special needs learning institutions.

This year, The Royal celebrates its 100<sup>th</sup> Anniversary from **November 4<sup>th</sup> – 13<sup>th</sup> 2022** at Exhibition Place in Toronto.

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

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### Essential Roles & Responsibilities

Under the direct supervision of the Manager of Corporate Projects, the Corporate Projects Assistant will:

- Assist in the planning and execution of Royal hosted events including black tie dinners and receptions;
- Assist in planning and execution of The Royal's Official Opening Ceremony;
- Assist in administrative tasks related to The Royal's 100<sup>th</sup> Anniversary activities, including The Royal Gala Dinner; The Royal Showcase; and The Royal's 100<sup>th</sup> Anniversary historical exhibit;
- Assist in the scheduling and coordination of visits and tours for dignitaries and other special guests;
- Assist in administrative tasks and communications in relation to The Royal's Board of Governors, corporate patrons and donors;
- Assist in compiling schedules, communications and event information for The Royal's Board of Directors;
- Assist in management of activities related to The Royal Box and The Royal Terrace;
- Assist in communications and customer service tasks related to Front Counter/Reception area;
- Assist in other administrative tasks as needed.

**Qualifications & Skills Required:**

- 2+ years experience in a fast-paced administrative environment. Event management experience is an asset.
- Maintain high level of accuracy and attention to detail with excellent communication skills (written & verbal);
- Exceptional organizational and problem-solving skills and ability to multi-task;
- Excellent customer service skills;
- Maintain a professional attitude and appearance;
- Ability to use tact and discretion as required;
- Proficient in Microsoft Office applications, including Microsoft Word, Powerpoint, Excel and Outlook;
- Experience using Mailchimp and SurveyMonkey is an asset.

**Term:**

This is a contract position, starting August 15<sup>th</sup> and ending November 25<sup>th</sup>, 2022.

**Schedule:**

- Tuesday to Thursday (August 15 to October 7, November 14 to November 25<sup>th</sup>).
- Monday to Friday (October 17 to October 28)
- Almost Daily (October 31 to November 13)

**Please address cover letters to:**

Jennifer Tattersall  
Royal Agricultural Winter Fair Association of Canada  
39 Manitoba Dr.  
Toronto, Ontario

Please send your resume and cover letter to Jennifer Tattersall at [careers@royalfair.org](mailto:careers@royalfair.org).