

OPERATIONS COORDINATOR

**(Approx 1500 hours/year
With majority of hours concentrated around events)**

Position Description

Operations:

- ✓ Hire, organize and supervise the set-up / tear down and maintenance / equipment division of the Provincial Exhibition of Manitoba for all events.
- ✓ Collect and keep updated all equipment / set-up lists /floor plans from committees and staff for events
- ✓ Attend meetings of committees as necessary to ensure operational needs are documented
- ✓ Excellent written and verbal communication skills
- ✓ Leadership skills and capacity to collaborate effectively with other groups.
- ✓ Excellent time management & organizational skills
- ✓ Demonstrated ability to motivate a team
- ✓ Ability to work well under pressure and to meet deadlines.
- ✓ Ensure shop personnel is aware of all needs and requirements of committees
- ✓ Supervise the stocking and maintenance of the workshops for yearly operations
- ✓ Do miscellaneous repairs, painting, and upkeep on Provincial Exhibition equipment
- ✓ Oversee the organization of the storage building and ensure that regular inventories are conducted
- ✓ Coordinate rentals of Provincial Exhibition equipment to outside parties for events and Provincial Exhibition of Manitoba needs
- ✓ General maintenance in Dome building, i.e., air filter replacement and Tradefair building
- ✓ Monthly inspections of security lights, fire alarms, emergency lights and other safety measures (fire extinguishers/ AED)
- ✓ Lawn care
- ✓ Oversee contractors on projects involving Dome and Tradefair buildings
- ✓ Set up and tear down of Dome building bookings/events.
- ✓ Able to perform physical tasks and capable of heights
- ✓ Work well as a team and at times independently
- ✓ Be comfortable around animals and follow appropriate animal safety guidelines
- ✓ Ability to follow direction from senior staff and directors
- ✓ Always be always respectful to the public, staff, directors, and volunteers

Position Description - Operations Coordinator

- ✓ Able to work in all types of weather (the show must go on!)
- ✓ Ability to safely drive small equipment (golf carts, side by sides and small tractors)
- ✓ Valid drivers license is required
- ✓ Forklift certification is required
- ✓ Ensure monthly Operations reports are submitted to the Manager of Operations and Leadership team.
- ✓ Ensure proper Health & Safety Guild lines are followed individually and by the hired OPS team event staff.

- ✓ **Responsibilities**
- ✓ Assist in the Provincial Exhibition of Manitoba's fairs and events. These events are important annual community events supporting tourism, recreation, and agriculture in our region. These events provide a link between urban and rural and preserve our heritage.

Miscellaneous:

- ✓ Supervise Ops crew for RMWF, Ag Ex, and MSF
- ✓ Assist with other duties as assigned
- ✓ New hires will be required to review our Health and Safety Manual. Site safety orientation will also take place
- ✓ Willing to work longer hours before and during events if requested and needed
- ✓ Interest and knowledge of Agriculture and events

As Operations Coordinator you will work at the Provincial Exhibition of Manitoba office in Brandon Manitoba reporting to the General Manager/Manager of Operations and the Provincial Exhibition of Manitoba leadership team.

Salary (hourly) is negotiable for the right candidate.

Start date: TBD Closing date for applications: Open until filled

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