



The Agriculture Assistant is a vital member of the Westerner Park Events Sales and Production Team. Under the direction of the Event Sales and Production Manager, this position is responsible for assisting the Agriculture and Event Sales Production Coordinator in their responsibilities for developing and maintaining a customer base and event coordination for the Agricultural Events Business Unit.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the direction of Agriculture and Event Sales Production Coordinator, the Agriculture Assistant is responsible for:

- Support all agricultural events including agricultural/livestock components of all Westerner Park produced events
- Provide assistance to ensure timely service, options, information to current and potential clients to ensure mutual benefit to the customer and Westerner Park
- Be able to action problems or concerns to meet the customer service requirements
- Provide administrative and clerical support i.e. ensure data entry has been completed before and after an event
- Put together exhibitor packages for events (welcome letters, maps etc.)
- Process payments and receipts for entry fees and sponsorships
- Ability to set up horse shows, cattle shows, and other animal related events which includes pen maintenance and animal care during events
- Cleaning facilities before, during, and after events
- Other duties as required

BEHAVIORAL COMPETENCIES

- Organizational and time management skills
- Ability to multi task and perform in high volume events
- Strong team player attitude
- Excellent communication and interpersonal skills

QUALIFICATION REQUIREMENTS

- High School Diploma
- Valid First Aid training is an asset
- Valid Class 5 driver's license
- This position may require manual labour for extended periods of time including heavy lifting as required (50—75 lbs)
- Weekend and evening shifts may be required at peak times and during events

AFFILIATIONS

Westerner Employees Association

TO APPLY

Please email your Cover Letter and Resume, to Human Resources with your name and the name of the position you are applying for **in the subject line** to HR@westernerpark.ca

This job description is not intended to be all inclusive and Personnel may perform other related duties as requested to meet the ongoing needs of the organization.