



Westerner Park is Western Canada's Event Centre...Your Home for Celebration! We provide premier facilities and service for agriculture and trade, sports and entertainment, conferences and meetings. We are community and team focused and continually growing.

The Agriculture Assistant is a vital member of the Westerner Park Events Sales and Production Team. Under the direction of the Agriculture Event Sales & Production Assistant Manager, this position is responsible for supporting the Assistant Manager 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 the Agriculture Event Sales & Production Assistant Manager, the Agriculture Assistant is responsible for, but not limited to, the following duties:

- 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

SKILLS AND ABILITIES

- Strong team player attitude
- Excellent communication and interpersonal skills
- Excellent written and verbal communication skills
- Strong organizational, planning, and multi-tasking skills with attention to detail
- Computer proficiency required including Microsoft Office.

QUALIFICATION REQUIREMENTS

- High School Diploma
- Eligibility for the Canada Summer Jobs Program
- 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



AGRICULTURE ASSISTANT

SUMMER STUDENT - 8 WEEKS, 35 HOURS PER WEEK

AFFILIATIONS Member of the Westerner Employees Association

RATE \$17.00

TO APPLY Please email your Cover Letter and Resume to Human Resources at HR@westernerpark.ca. Please include your full name and the position you are applying for **in the subject line**

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.

Thank you for your interest with Westerner Park. We look forward to reviewing your application.

Important Message: We thank all those who apply. Only those selected for further consideration will be contacted. This position will remain posted until successful applicants are found.