

**Position Title:** Executive Director

**Position Type:** Full-Time

### **The Association**

The Prince Albert Exhibition Association is a not for profit Agricultural Society with a Board of Directors of fifteen civic minded members. 2018 will usher in and celebrate the 135th annual Fair. The Prince Albert Exhibition Association is the oldest and longest running Agricultural Society and Fair in Saskatchewan, established in 1883.

### **General Duties**

The Executive Director is responsible for the Prince Albert Exhibition Association business activities, events and staff. The Executive Director is responsible for overseeing year-round events and maintenance of the facilities and grounds within exhibition park. In addition, the Executive Director is responsible for administering policies as set by the Board of Directors. All Prince Albert Exhibition Association employees and contractors report to the Executive Director.

### **Managerial Abilities**

- Speak in public, create and present presentations.
- Effectively communicate verbally and in writing.
- Plans, prioritizes, organizes, and oversees work assignments.
- Analyze and evaluate operations.
- Work independently and in a team environment.
- Maintain a high level of professionalism and confidentiality.
- Work varied hours that may include evenings and weekends.

### **Essential Managerial Functions**

- Establish an annual operational and capital budget for approval by the Board. Good business practices and attention to details is a must.
- Oversees the year-round maintenance and upkeep of the fairgrounds and campground.
- Assigns and monitors work of the Fair maintenance staff.
- Must demonstrate strong leadership skills.

- Establish and enact long-range capital, operational and marketing plans including but not limited to grant funding, corporate sponsorship, new events and improvement of existing events.
- Implement policies, direction and overall goals.
- Make recommendations and advise Board of Directors on establishing Policy and work within the guidelines of any current Prince Albert Exhibition Association Policy.
- Report activities and current industry trends via monthly and special Board meetings, committee meetings, monthly reports, intermittent mailing and personal contact to the Board of Directors.
- Oversees and designates responsibilities of the Fair staff. Recruits, hires, and dismisses staff and oversees staff training. Develops job descriptions and gives performance evaluations.
- Devises strategies and procedures pertaining to Marketing and fund-raising.
- Attends other fairs and seminars as feasible.
- An AD hoc committee member of all Standing Committees.
- Negotiates contracts on behalf of the association with board approval.
- Must possess knowledge of modern office processes, practices and procedures.

### **Financial Functions**

- Coordinates capital budget and coordinates preparation of an annual operating budget and work within time frame of budget.
- Directs Fair expenditures via Department Heads.
- Review monthly Financial report.
- Approves expenditures.
- Work with accountant on long-range financial plans.
- Possess knowledge of budgeting practices including principles and practices of sound fiscal management.
- Ability to practice basic principles of project management.

### **Supervisory Functions**

- Oversee Fair finances via bookkeeper and tax accountant.
- Oversee alcoholic beverage activities, including distribution, sources and supplies in conjunction with Concessions and Facilities Manager.
- Sit on food concessionaire select committee and help screen applicants.

## **Promotional Functions**

- Serves as the spokesperson for the PAEx within the Province of Saskatchewan, the City of Prince Albert, the Saskatchewan Association of Agricultural Societies and Exhibitions and the Canadian Association of Fairs and Exhibitions.
- Promote the PAEx via the development of a comprehensive marketing plan.
- Attends City of Prince Albert and Regional meetings and luncheons, including local and regional chambers of commerce, to encourage support and cooperation for PAEx projects.
- Seeks and liaisons with current and prospective corporate sponsors.

## **Liaison/ Coordinator Functions**

- City of Prince Albert, Prince Albert Police Services and Royal Canadian Mounted Police.
- PAEx Attorneys or legal entities, consultants and construction firms regarding general project or general policies.
- Review and negotiate annually all operating expense and contracts.
- Midway contracts
- Insurance contracts
- Media contracts
- Entertainment contracts
- PAEx Events and all other duties as assigned

## **Qualifications**

- Minimum of 4 years of managerial experience
- A 4-year business/agricultural degree or equivalent experience and livestock knowledge preferred

## **Compensation**

- Salary commensurate with applicant's education, experience and certifications.

## How to Apply

- Email a detailed resume and cover letter including education, experience, references and wage expectation to [amcleod@paexhibition.com](mailto:amcleod@paexhibition.com) or by mail to:

Executive Director Position c/o  
Prince Albert Exhibition Association  
PO Box 1538  
Prince Albert, SK  
S6V 5T1

## Application Deadline

- Resumes will be accepted until January 14, 2018 or until the position is filled.