



1200-13th Street Brandon, MB R7A 4S8 Ph: 204-726-3590 F: 204-725-0202

The Provincial Exhibition of Manitoba is looking to hire students under the Canada Summer Jobs Program. The term will be for 8 weeks of work (35 hour week) commencing in late May 2019. Please send resume and cover letter to the General Manager at ron@provincialex.com by Wednesday May 15, 2019

Qualifications

Must be a full time student between the ages of 15 and 30 years of age in a post-secondary institution intending to return to school in the next academic year. Must be a Canadian citizen or permanent resident who is legally entitled to work in Canada. We will make an effort to hire a student who self identifies as being part of a group or groups which are underrepresented or have additional barriers to the labour market as recognized by the Canada Summer Jobs Program.

Responsibilities;

Assist in developing, coordinating, and delivering programs for 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.

Tasks

Attend meetings as necessary, assist in the development of event manuals, assist in planning layout, preparing equipment lists, and liaising with other staff for event setup. Assist in planning and implementing programs, activities and components of events. Assist in coordinating volunteer activities, orientation, scheduling and deployment of volunteers. Assist in maintaining and updating exhibitor entries for agriculture and tradeshow entries and preparing information for exhibitor packages. Assist in developing content and layout for show programs.

Supervision plan

The student will be directly supervised by the General Manager, who will work at the same locations as the student and have daily contact with the student to monitor progress. If the General Manager is absent other senior staff would be available to supervise. The student will work directly with the Events Coordinator and other staff members involved with specific areas of duties.

Mentorship Plan

The student will mentor with the General Manager and other staff to learn and develop the various skills and attributes necessary for career and personal development. The fair industry provides opportunities to develop interpersonal skills as well as career skills. The staff work with diverse groups of people on a wide range of tasks to produce the events. All the employees of the Provincial Exhibition of Manitoba have public interaction as part of their duties. By working in this environment a student can observe many skill sets simultaneously and benefit from many different perspectives. The diverse skill sets that work in the fair industry provide a unique opportunity for learning for any student.



www.provincialexhibition.com