

Event Supervisor - Halton Agricultural Society

Job Description

Overview:

Reporting to the Board of Directors of the Halton Agricultural Society, along with the Fair Office, the Event Supervisor is responsible for overseeing the live operations of scheduled third-party rental events held at the Milton Fairgrounds. The Event Supervisor will be the on-site contact at the Fairgrounds during all third party events and will be the primary liaison between the client and the Board of Directors/Fair Office.

Duties:

- Work directly with the Fair Office to coordinate scheduling and to be onsite during rentals booked at the Milton Fairgrounds
- Serve as the primary contact for event hosts during their scheduled rental for the duration of their event
- Oversee live events as they happen. Assist with any inquiries, questions or needs arising during rentals
- Provide grounds & maintenance support, as well as custodial services for indoor facilities as needed
- Basic custodial skills: Opening/closing halls, stocking/refilling dispensers (toilet paper, soap, etc.), sweeping/mopping, washroom checks and cleaning, and other simple duties as required
- Provide post-event analyses to the Board of Directors at monthly meetings

Knowledge, Skills & Abilities:

- Strong interpersonal and communication skills
- Basic knowledge of Microsoft Office
- Availability to work flexible hours, including evenings and weekends
- Basic custodial knowledge
- Hours may vary, depending on the season. Spring/Summer/Fall months are our busiest, and could see anywhere from 4-20 hours per week

Pay rate to be set at \$20 an hour, paid monthly via business cheque

Please submit resume to our office email: miltonfair@cogeco.net or phone us: 905-878-5689