

General Manager Job Description

Pontiac Agriculture Society

Overview: Reporting to the President and Board of Directors, the General Manager is responsible for overseeing the day to day operations of the Pontiac Agricultural Society and the ongoing success of its main event, the Shawville Fair.

Duties:

- The General Manager serves as the Chief Operating Officer of the PAS.
- Responsible for the day to day operations of the PAS, including office administration and bookkeeping.
- This includes be responsible for overseeing the operations of PAS activities including the Shawville Fair and other PAS events held throughout the year.
- Serve as the primary contact for visitors, customers and fair partners.
- Support and engage with the Board of Directors, serve as its secretary, report to the Board on a monthly basis, make recommendations when necessary and execute on decisions made by the Board.
- Manage and maximize rentals and storage.
- Responsible for identifying and pursuing grants and subsidies that can support priorities identified by the Board of Directors.
- Update and management of the website and social media accounts.
- Manage employees, contractors and suppliers when necessary.
- Support sponsorship development and fulfilment.

Knowledge, Skills and Abilities:

- Strong interpersonal and communication skills are a must. Volunteers, visitors and exhibitors are the PAS' most significant asset, and the GM must be able to have positive interactions with a variety of individuals in potentially challenging situations.
- The ability to work flexible hours is a must. The GM will have to attend Board and Committee meetings in the evenings and will be required to work extra hours in the run-up to the fair. During the fair the GM must be able to be present on the grounds for extended periods.
- The ability to execute tasks in French and English is essential. Fluency in oral and written French and English is considered an asset.
- Proficiency in computer programs, accounting software and website maintenance.
- Ability and willingness to learn new skills as needed to support PAS operations.

Education and Experience:

- Education or experience in office administration and bookkeeping is an asset.
- Experience with the Shawville Fair is important, but experience with similar volunteer-run events is necessary.
- Knowledge of the fair industry is an asset.

Compensation

- This is a salaried position based on 40 hours a week.

- Compensation is based on skills, ability and experience.
- Additional incentives will be offered based on the ability to increase sponsorship, rentals and grants.