



Job Description **General Manager**

Overview: The Pontiac Agricultural Society (PAS) is seeking candidates for the position of General Manager (GM). Reporting to the President and Board of Directors, the GM serves as the Chief Operating Officer and is critical to the success of the PAS and its signature event, the Shawville Fair.

The ideal candidate will be self-motivated, have excellent interpersonal and communication skills, strong financial management and administrative skills, be able to manage day-to-day operations and be a leader that can work with the Board to continue to improve and grow the PAS and the Shawville Fair.

Duties:

. Responsibilities include, but are not limited to:

- Overseeing day-to-day operations of the PAS, including office administration, and bookkeeping and supporting PAS activities including the Shawville Fair and other events.
- Serving as the primary contact for visitors, exhibitors, customers, and other fair partners.
- Supporting and engaging with the Board of Directors, serving as its secretary, reporting regularly, making recommendations when necessary and executing decisions made by the Board.
- Managing and maximizing rentals and storage.
- Identifying and pursuing grants and subsidies that can support priorities identified by the Board of Directors.
- Supporting PAS communications, including social media.
- Managing employees, contractors, and suppliers.
- Supporting 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.
- Financial literacy is an important skill. The GM must manage bookkeeping, financial reporting to the Board and audits of the PAS.

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- 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 a required. Experience managing a business or similar not-for-profit organization is a strong asset.
- Experience with the Shawville Fair or other Fairs is beneficial, but experience with similar volunteer-run events is necessary.

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.

Interested candidates should submit a cover letter and CV by June 3rd, 2022. References will be requested for candidates selected for an interview.

For more information, please contact info@shawvillefair.ca.

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