



The Grand River Agricultural Society (GRAS) owns and operates Grand River Raceway and The GrandWay Events Centre in Elora, ON.



We are a dynamic hospitality, racing, and gaming destination and a dedicated team of talented individuals is at the heart of our success. The organization is *certified as a Great Place to work* and was recognized in the **2020 and 2021 List of Best Workplaces™ for Retail & Hospitality**.

The GrandWay Events Centre has an exciting opportunity for an authentic people-person with exceptional attention to detail and organizational skills, with effective and diplomatic communication skills.

EVENTS & EXPERIENCE COORDINATOR

Contract 14 Months

The Events & Experiences Coordinator, in tandem with the team works with guests to create seamless events which may include the planning, design, production, promotion and overall coordination of events.

Job Requirements

- Coordinate the internal and external communications events program.
- Oversee the coordination of a variety of events, banquets, weddings, and entertainment
- Develop and execute new initiatives, assist with marketing and updating website
- Create social media promotions that are unique to our brands
- Administer event budget and ensure it is maximized for the events.
- Source venues and contractors, obtain quotes and conduct guest tours.
- Liaise with guests, facilities, event contractors and hospitality services
- Maintain detailed and accurate event files and invoicing
- Determine parameters, policies, and procedures of events plan.
- Perform other duties as necessary.

QUALIFICATIONS

- Degree or Diploma in Marketing, Events Management and/or Hospitality would be an asset
- 2-3 years related experience in banquet/wedding coordination an asset
- Smart Serve Certification
- Experience in social media, sales, and promotion of products
- Able to build and maintain lasting relationship with guests
- Superior telephone manners and strong interpersonal and guest service skills
- Ability to identify and help develop new business opportunities
- Professional demeanour and appearance with an engaging level of enthusiasm
- Strong presentation and public-speaking abilities are an asset
- Ability to analyse and interpret the needs of guests and offer the appropriate options and resolutions
- Ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Strong working knowledge of hospitality industry principles, methods, practices, and techniques
- Proficiency in the following: MS Office, Adobe Acrobat, event management and graphic design software



Grand River
Agricultural Society



THE GRANDWAY

WORK CONDITIONS

- Ability to work evenings and weekends.
- Ability to lift maneuver furniture and equipment as required.

GRAS offers a competitive wage, benefits, and a Great Place to Work!

You can learn more about GRAS by visiting the website at www.theGrandWay.com. Please submit a covering letter and resume outlining how you meet the qualifications of this position by **October 11, 2021**, to recruitment@grandriverraceway.com

GRAS is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, GRAS will make accommodations available to applicants with disabilities upon request during the recruitment process.

We thank all candidates for their interest, however only those being considered for an interview will be contacted.