

CALNASH

A G E V E N T C E N T R E



POSITION

General Manager

Calnash Ag Event Centre

EMPLOYMENT STATUS

Full Time

POSITION SUMMARY

The Calnash Ag Event Centre is seeking a dynamic and experienced **General Manager** to lead operations, events, staffing and long-term growth of a multi-use agricultural community facility.

The **General Manager** will play an important role in delivering customer / client services and ensuring facility maintenance. This role is also responsible for strategic leadership, financial management, event oversight, day to day operations and overall administration. This is a senior leadership role that will assist the Board of Directors in planning and executing the future direction of the facility.

KEY RESPONSIBILITIES

- Act in a lead role and contact for events held by user groups / clients. Oversee events and support event planning / execution.
- Interact and build relationships with guest, contractors, event hosts and staff.
- Provide overall leadership, strategic direction and operational oversight of the facility and staff.
- Address staff concerns professionally, including scheduling and workplace issues while fostering a positive and supportive work environment.
- Manage all financial operations in collaboration with the administrative team, including budgeting, forecast, payroll oversight, financial monitoring, sponsorship and available grants. Lead marketing, communications and community engagement.
- Oversight of facility infrastructure, equipment maintenance and inspections.
- Ensure compliance with applicable safety regulations, insurance and municipal requirements.
- Prepare and present materials for all Board of Director meetings, including a comprehensive monthly Managers Report. Attend monthly Board of Directors meetings.

REQUIRED QUALIFICATIONS, EXPERIENCES AND COMPETENCIES

- Experience in general business management, event promotion and productions.
- Diploma or degree in Business Management, Event Management, Agriculture, Facilities Management, or a sufficient experience.
- Progressive management experience, preferably in: Event venues, agricultural facilities, recreation or community facilities.
- Demonstrated experience managing budgets, financial reporting and contracts.
- Ability to provide leadership to staff and report to a Board of Directors.
- Equine, cattle, agricultural experience, and equipment operation is an asset.
- Strong commitment to safety, human resources and effective communication.
- Computer skills

ADDITIONAL REQUIREMENTS

- Valid Alberta Class 5 Driver's license and submission of a 5-year Driver's Abstract.
- First Aid/CPR certification.
- Ability to perform physical labour as part of the job duties
- Ability to work flexible hours including some evenings and weekends as required.
- This is a in person and hands-on leadership role requiring strong organizational, financial and people management role in a fast paced and event driven environment.

COMPENSATION

A total compensation package will be based on the qualifications of the successful candidate.

**IF THIS OPPORTUNITY RESONATES WITH YOU,
WE INVITE YOU TO APPLY VIA EMAIL TO:
LAURA@PAECS.COM**

We respectfully request all questions and inquiries are directly to the above email address. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Application Deadline: February 15, 2026 or until successful candidate is hired.