

## **We are The Grand Family!**

***Are you a dynamic outgoing individual, with a proven track record in sales?***

***Do you take pride in delivering outstanding customer service with a strong eye for detail?***

***Would working with an award-winning hospitality and entertainment team in a new facility in Elora, excite you?***

### GRAS has an exciting opportunity for an **Events and Experiences Coordinator**

**The successful candidate would demonstrate a strong ability to:**

- Coordinate events and experiences including corporate, wedding and social events
- Develop and maintain relationships within the organization and the local community
- Meet or exceed revenue and customer satisfaction objectives
- Identify new business opportunities, proactively engage prospective clients, and close sales
- Communicate effectively in writing, in person, and by telephone with both internal teams and external clients
- Conduct guest tours and confidently speak to what The Grand Family offers, including our core values and objectives
- Analyze and interpret guest and team needs, offering solutions and options
- Prepare and maintain accurate event files, contracts, and invoicing
- Build and maintain professional working relationships with clients and colleagues
- Operate audio-visual equipment
- Source contractors and obtain quotes for special events
- Utilize social media in a professional setting
- Experience with live horse racing is considered an asset

### **QUALIFICATIONS**

- Degree or diploma required (Events Management, Business, and/or Hospitality preferred)
- Minimum of 2 years' experience in a sales-focused or event coordination role
- Experience in banquet, wedding, or corporate event coordination and/or serving
- Strong knowledge of hospitality industry principles, practices, and techniques
- Smart Serve Certification
- Strong presentation and public-speaking skills in client-facing settings
- Experience with social media and event promotion considered an asset
- Proficiency in MS Office and Adobe Acrobat required; event management software is an asset

## WORKING ENVIRONMENT

- A variable work schedule including evenings and weekends
- Collaborative team environment with Events & Experiences, Front of House, Back of House, and Marketing
- Mix of independent appointments and team-based work
- Ability to lift and maneuver furniture and equipment
- A professional, approachable team committed to leaving a lasting “10 out of 10” impression

## COMPENSATION & BENEFITS

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

**Salary Range:** \$52,000 – \$58,000

## Who are we

The Grand Family is made up of The Grand River Agricultural Society (GRAS), Grand River Raceway (GRRR), and The GrandWay Events Centre.

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

In 2021, we opened The GrandWay Events Centre, welcoming corporate and wedding guests year-round and race patrons from June through September

Learn more at [www.TheGrandWay.com](http://www.TheGrandWay.com) and don't miss our virtual tour!

## How to Apply

Please submit a cover letter and resume by **March 2, 2026**, to [recruitment@grandriverraceway.com](mailto:recruitment@grandriverraceway.com) or through Indeed at <https://ca.indeed.com/cmp/Grand-River-Raceway/jobs>

GRAS is committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available upon request throughout the recruitment process.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.