



Director, People Services

Lethbridge & District Exhibition is in search of a Director, People Services. A proven leader to help transform one of the most historical organizations in the province of Alberta and build a significant focus on our most important asset, our people.

A leader in southern Alberta's agriculture and entertainment industry since 1897, we have stood out as the premier destination for bringing people together from all over the world. It is our mandate to encourage the enhancement of the agriculture industry and the quality of life of citizens living within the agricultural community. In their efforts to continuously accelerate economic opportunity through the delivery of memorable experiences, construction of a new 268,000-square foot Agri-food Hub and Trade Centre is set to be complete for opening in Spring 2023 (www.agrifoodhub.ca).

We would like to hear from you if you are a transformative leader with an exceptional track record of building corporate culture, development, and implementation of departmental strategic plans with a focus on getting the most production possible because of exceptional employee engagement.

Compensation and Hours:

- This is a permanent full-time position
- This position is in the event industry and will require abnormal hours to meet event programming schedules
- Competitive compensation negotiated based on skill set and experience.

Position Ownership:

- Cultivating an employee first corporate culture that rewards high performance, quality, and continuous improvement.
- Strategic Human Resources planning, policy creation, standard operating procedure creation, conflict resolution and staff management (evaluations, development, onboarding, training, and departures).
- Health and Safety documentation, implementation, reporting and auditing (COR, GBAC, WCB)
- Planning, implementation, and capital budgeting for short and long-term organizational information technology requirements.
- Payroll and benefits administration.
- Clear and transparent communication with employees and responding to organizational concerns.

Required Qualifications:

- 5+ years of experience in a Human Resources role.
- Bachelor's Degree in Human Resources or equivalent.
- Experience contributing to an executive leadership team.
- Familiarity with Health & Safety and WCB programs and processes.
- Previous experience with grant programs, writing and reporting.
- Exceptional communication skills, written and spoken.
- Mastery of MS Suite and/or Office 365
- Proven track record of critical thinking and solution-based decision making.
- Ability to be flexible and adapt to multiple work groups with specific needs.

Additional Consideration Given to:

- A CPHR designation or proof of actively working towards it.
- Experience in the event and entertainment and/or not-for-profit sector.

How to Apply:

- Please send a MS Word format to hr@exhibitionpark.ca by August 6, 2021.
- If you are not currently authorized to work in Canada we will not be able to consider you for this position.