



The BHP Enchanted Forest is a non-profit organization raising funds to support the Saskatoon City Hospital Foundation and the Saskatoon Zoo Foundation. This is the 25<sup>th</sup> Anniversary of the event, located at the Saskatoon Forestry Farm, and we are looking for a professional to replace our retiring General Manager.

The General Manager role is key in the operations of the annual BHP Enchanted Forest. The successful candidate must be available from September – mid February to work on site for both set up and take down, as well as be available(on call) for problem solving throughout the duration of the event.

This position requires specific skills and experience, including:

- Superior time management/project management skills and ability to prioritize tasks
- Solid knowledge of electrical systems and repairs
- Ability to assemble and to direct others to assemble large displays
- Conceptualize big-picture layout of displays within a large are
- Experience with equipment operation suck as forklift, manlift(zoo boom)
- Coordinate rentals of heavy equipment used in set-up and take-down
- Excellent interpersonal and decision making skills
- Experience hiring, scheduling and assigning duties to staff
- Ability to coordinate the set-up and take-down displays
- Manage the front gate(admission) for the duration of the event
- Ability to communicate effectively with staff, Board and the general public
- Manage security contractors
- Other tasks as required

Please apply with a resume and cover letter to Rick Steffen, [imxmas56@hotmail.com](mailto:imxmas56@hotmail.com) by September 10<sup>th</sup>, 2023. If you have any questions, please email Rick at the address provided above. The Foundations will not accept phone calls regarding this position.