



Event and Retail Associate

Position:	Event and Retail Associate
Job Type:	Seasonal
Location:	Richmond Hill, Ontario
Compensation:	\$20.00/hour for 35 hours per week
Number of Positions:	1
Start Date:	June 1, 2026
End Date:	September 4, 2026
Application Deadline:	March 3, 2026

About Circling Hawk Farm

Circling Hawk Farm operates over 300 bee colonies on Ontario's Oak Ridges Moraine, producing premium raw honey and traditional mead. Located in Richmond Hill, we combine sustainable beekeeping practices with artisanal production methods. Our family-owned operation focuses on quality craftsmanship, environmental stewardship, and the vital role honeybees play in our ecosystem. We're passionate about educating customers on the journey from hive to bottle while supporting local agriculture and pollinator conservation.

Position Overview

We are looking for an energetic, dependable and motivated individual to help with wine shop sales, group events, and tours. Our ideal candidate would be great with customers, highly organized and have guest-relations and sales education or experience in retail, hospitality or another related field.

Key Responsibilities

- Daily store/tasting room activities including planning, organizing, merchandising, customer service, and related duties including opening, closing and cashing out
- Create exceptional on-site experiences and drive retail sales/grow revenue
- Work with management to create annual, monthly and quarterly events
- Assist in the management and growth of a Wine Club
- Manage tour and group bookings
- Maintain website, keep spec sheets updated, track specials and limited-time-offers, create retail signage and communicate/create content and programming for social media
- Order and maintain appropriate levels of merchandise, supplies and stock - including any food offerings
- Create and manage in-store specials
- Manage the shipments of online orders
- Constant Contact data input and other general administrative duties
- Ordering of printing documents - chits, product lists, thank you notes etc.

Requirements

- Valid Ontario driver's licence (required)
- Available to work weekends and events
- At least 18 years of age at the start of employment
- Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- Passion for honey or wine and delivering top-tier hospitality
- Excellent organizational skills and ability to multitask effectively
- Good physical condition and able to work well with others
- Fluent in English
- Must have own transportation to and from the farm daily (public transit access is limited)

Assets (Not Required)

- Wine or tourism education
- Interest in learning about beekeeping and honey farming

Additional Information

You will need to bring your own lunch daily. Access to and from the farm by public transit is not practical, and applicants must have reliable transportation.

How to Apply

Interested applicants should submit their resume and explain how they will get to and from the farm each day.

Email:	jobs@circlinghawkfarm.com
Alternative Email:	apiary@circlinghawkfarm.com
Phone:	(647) 292-5041
Website:	www.circlinghawkfarm.com
Address:	13433 Leslie Street, Richmond Hill, ON L4E 1A2

Circling Hawk Honey & Mead is committed to sustainable beekeeping and environmental stewardship. We welcome applications from all qualified candidates.