



REQUEST FOR PROPOSALS WINE CONSULTANT AT THE COMMON

The Forks invites qualified, independent* Sommeliers to submit proposals for the position of Wine Consultant at The Common. The successful candidate will play a key role in shaping the wine program at The Common, ensuring it remains a premier destination for wine enthusiasts. Interested candidates are invited to submit their proposals.

**Note – in this context, 'independent' refers to an individual who is not affiliated with any particular wine distributor, brand, or company. They have the flexibility to offer unbiased recommendations based on their experience in the field, rather than being influenced by the interests of a particular wine distributor or producer.*

ABOUT THE FORKS

Located at the junction of the Red and Assiniboine rivers, The Forks (also known as Nestaweya in Cree) has been a meeting place for over 6,000 years – located on the original lands of the Anishinaabe, Cree, Oji-Cree, Dakota and Lakota peoples and resides in the homeland of the Red River Métis. This place also has deep ties with Dene and Inuit peoples, operates with water from Shoal Lake 40 First Nation, and has welcomed people from all walks of life to trade, visit, and build community. In this spirit, all staff and administration here respect the Treaties that were made on these territories, acknowledge the harms and mistakes of the past, and dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.

Our mission: The Forks shall be developed as a meeting place a special and distinct, all-season gathering place, through a mixed-use approach including recreational, historical, and cultural, institutional, and supportive commercial uses.

ABOUT THE COMMON

Located within The Forks Market, The Common is one of Canada's first fully-licensed wine and beer halls. Guests are invited to explore a diverse and rotating selection of crafted beers, alongside a list of curated wines, with non-alcoholic options on offer. The Common experience is characterized by its flexibility, where guests can enjoy drinks by the glass or in flights, anywhere within The Forks Market. In the warmer months, The Common expands with an outdoor patio kiosk, offering a delightful extension of the year-round indoor bar.

SCOPE OF SERVICES

The selected Wine Consultant will:

- Curate a new wine list consisting of 22 wines, quarterly, from May 2024-May 2025
- Build and maintain good relationships with Manitoba wine suppliers
- Troubleshoot issues with suppliers and The Common Coordinator
- Stay up-to-date on industry developments and service standards
- Provide educational material for staff when new products arrive and facilitate staff training
- Maintain ongoing communication with The Common Coordinator regarding product selection, guest feedback, and logistics shape future lists
- Host exciting and relevant wine-focused events on behalf of The Common, collaborating with The Forks Market food tenants when possible
- Work collaboratively with The Forks Marketing & Communications and Events teams

Qualifications:

- Must be an independent* wine consultant (Certification through a recognized international wine organization, such as Advanced or Master Sommelier, WSET Level 3 or 4, Master of Wine, etc would is an asset)
- An understanding of The Forks and our values and mission
- Experience designing and facilitating wine training sessions
- Proven experience as a Wine Consultant or Sommelier in a wine-focused setting
- Experience with public speaking, media, and leading events
- Experience creating a cohesive wine list that is balanced, both in variety and price point
- An understanding of profit-margins, pricing strategies, and budget

SUBMISSION REQUIREMENTS

Submit a proposal (PDF format, no longer than 6 pages) that includes:

- Cover letter introducing yourself, expressing your interest, and highlighting why you are a suitable candidate for this position
- Resume
- A high-level proposal outlining your approach to fulfilling the responsibilities listed above. Include plans for curating and updating the wine list, collaborating with suppliers, facilitating staff training, and hosting events.
- Copy of Sommelier certification
- A fee proposal or salary expectation
- 2-3 professional references

Criteria for Selection

The following criteria is directly related to the goals and objectives listed in this RFP. Our organization will evaluate proposals based on these criteria, in no particular order.

- Education & certification
- Industry knowledge
- Hospitality/customer service/events experience
- Financial Acumen
- Networking & relationship building experience
- Education & training experience

Proposals must be received by 5:00PM (CST) by Sunday, March 24, 2024, by email to:

Chrystle McIntosh, People, Culture, and Hospitality Manager
The Forks Renewal Corporation
chrystle.mcintosh@theforks.com

Proposals received after the closing time will not be accepted or considered. Successful applicants will be contacted by Friday, April 5.

All inquiries related to this RFP should be directed by email to the person named above.
Information obtained from any other person or source may not be relied upon.

We thank all applicants; however only those selected for further consideration will be contacted.

The Forks is the city's meeting place, open and accessible to all. We want our team to be reflective of the community we are honoured to call home. We are actively seeking a diverse mix of talented people who want to do their best work.

The Forks North Portage as an employer is focused on equality and inclusivity in our hiring practices. We support diversity of race, gender, sexual orientation, religion, ethnicity, and nationality. We strongly encourage those who identify as BIPOC and/or 2SLGBTQ+ to apply.

