



**POSITION ANNOUNCEMENT**

**POSITION:** Programs Supervisor

**DATE OPENED:** May 3, 2021

**DATE CLOSED:** May 13, 2021

**SALARY:** \$60,000-\$70,000/year

**POSITION SUMMARY:**

This Full time, exempt position will be responsible for planning, organizing, promoting and directing the annual Fair Competitive Exhibits, special exhibits and special events programs as well as managing all department contracts. Experience in designing, promoting, organizing and managing shows or exhibits is preferred but not required.

**RESPONSIBILITIES:**

- Develop and implement department budget
- Directly Supervise the Entries Lead, Design Lead, and Building Coordinators
- Plan, organize, promote and direct Competitive Exhibits in the following categories: Agriculture, Arts and Crafts, Youth and Education, Floriculture/Horticulture, Fine Arts, Food and Fiber Art, Hobby/Gem & Minerals, Large Animal, Small Animal, Commercially-produced Wine, Amateur Wine, Amateur Beer, Landscape Gardens.
- Plan, organize, promote and direct the STEAM educational programs
- Plan Exhibit department events and judging of exhibit displays
- Execute entry processing procedures and requirements
- Secure revenues (entry fees) and maintain accurate files and records for accounting purposes
- Recruit and supervise seasonal and part time employees, judges and community volunteers
- Plan, promote and direct all activities and exhibitors in the Marissa Hunt Youth Barn
- Develop, coordinate and improve specialty festivals
- Oversee all contracts and manage relationships with contracted partners
- Determine and procure all supplies and equipment as needed

**REQUIRED SKILLS:**

- Supervisory and line management experience
- Proven ability to organize and implement large scale projects, contests, programs or events
- Experience working in an event environment
- Excellent customer service skills with a focus on conflict resolution and guest satisfaction
- Proven success in building a diverse yet cohesive team
- Strong computer skills; must be proficient in Microsoft Office—especially Excel
- Strong written and verbal communication skills
- Aptitude to learn new software
- Capability to manage multiple projects simultaneously
- Demonstrated ability to think creatively to solve problems
- Skilled delegator with excellent follow through on assigned deadlines
- Aptitude to self-manage and prioritize workload
- Willingness to work evenings and weekends and be on call for emergencies

- Confidential and professional
- Fair and Exhibits experience desirable

The Alameda County Fair Association is a non-profit organization managing the Alameda County Fairgrounds with nearly 300 events held each year. Home to the Annual Alameda County Fair and public and private events including large consumer and trade shows, festivals, corporate events, concerts, graduations, picnics, weddings and other social events.

Alameda County Fair Association is an Equal Opportunity Employer and encourages all qualified persons to apply.

**Please submit your resume to:**

jobs@alamedacountyfair.com

By fax: 925 426-5196

By mail: 4501 Pleasanton Avenue, Pleasanton CA 94566 Attn: Patti Coonce