



POSITION OPENING

POSITION: Full Time Event Coordinator II

SALARY: \$22 to \$26/hour, based on experience

For over 100 years the Alameda County Fairgrounds has been a part of the community hosting live horse racing, over 250 events a year and an annual Fair that includes live concerts, tasting fests and cultural festivals that bring in nearly a half-million guests every summer. We are the Alameda County Agricultural Fair Association, a non-profit dedicated to managing the Fairgrounds.

The Alameda County Fair team is driven to assure the long-term viability of the Fairgrounds, present an exceptional annual Fair and provide year-round opportunities that celebrate the heritage and diversity of our county. As employees, we focus on our values-community, inclusive, excellence, collaborative, innovative, positive, environment and the celebration of our successes!

POSITION SCOPE:

This is a full-time, non-exempt position. The Event Coordinator II assumes responsibility for client management from contract to event breakdown. The position will focus on event renewal business including booking, contract management, budget supervision, onsite management of events, and post event wrap up. This position requires confidence, excellent communication skills, and superior guest experience mindset. The Event Coordinator must be efficient while managing multiple tasks, and working with cross-functional teams including the event operations and catering teams. Event debriefs and financial reporting are essential.

This position must be comfortable in guiding a client through the planning stages, while looking for opportunities to maximize revenue. The Event Coordinator must have the ability to influence decision making for policy and procedure improvements. Working independently to deliver results in a fast-paced environment, and manage multiple projects at a high quality standard is crucial. Flexibility to work various schedules including nights and weekends is required.

We are looking for a successful Event professional with strong knowledge of the event industry and key elements to implement successful events.

YOU WILL:

- Work directly with clients to ensure successful execution of events both small and large scale
- Collect all required documentation and payment for each event on or before deadline
- Create detailed work orders and layouts in a timely manner
- Assist and support the event operations department and onsite catering team
- Oversee execution of events and serve as main point of contact for clients, internal departments, vendors, and partners
- Resolve conflicts as they arise prior to and during an event
- Sell and book returning events within the parameters of the event calendar and a booking matrix
- Competently upsell and guide clients through the planning stages of their event
- Manage contracts to ensure timely execution, maintenance of budget and accurate invoicing

- Plan events including equipment needs, event implementation and support staff requirements
- Coordinate across multiple departments to ensure event success and contractual agreements are met
- Conduct event debriefs for all events to determine best practices and opportunities for improvement
- Complete monthly financial report for all events
- Track all notes for clients and their events in event software
- Continuously look for ways to improve policies and/or procedures and present findings to manager
- Prioritize multiple projects in a fast-paced, multi-faceted creative environment
- Manage event bookings in CRM database
- Develop layouts using All Seated and similar software
- Provide on-site management of assigned events to ensure smooth execution

YOU WILL BRING:

- Minimum of 3 years of experience in Event Management or related field
- Experience coordinating large public events is a plus
- Exceptional oral and written communication skills
- Strong client collaboration skills
- Confidence giving direction and communicating expectations to internal departments and partners
- Capability to competently manage multiple projects simultaneously
- Ability to remain calm and focused in challenging situations while providing quality customer service
- Maintain a positive and professional demeanor when dealing with difficult situations and/or clients
- Talent to adapt to unforeseeable challenges and opportunities with a solution-oriented perspective
- Work independently and effectively under pressure
- Proficiency in Microsoft Office and Google Suite with ability to learn new programs
- Able to walk, sit and lift 20 lbs. as part of the day to day experience
- Work weekends and varied schedules

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: Traci Brumm