



Position: CAD and Marketing Production Artist – Intern/Cooperative Education

Date Open: November 9, 2022

Date Closed: When filled

Salary: \$22-\$25/hour; based on experience

For over 100 years the Alameda County Fairgrounds & Event Center 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 strive to focus on our values-community, inclusive, excellence, collaborative, innovative, positive, environment and the celebration of our successes!

POSITION SUMMARY:

This part time position is responsible for creating plans using CAD software for the Alameda County Fair and Fairgrounds. The position also supports our marketing efforts through creating content for and supporting our in-house sign shop. This position provides excellent opportunities to increase skills. The successful production artist has CAD software and graphic design experience, is self-motivated and is equally comfortable working alone or on a team. Flexible schedule to accommodate work and school needs.

Responsibilities:

- Uses CAD software to create, revise and update construction and fair operations layout drawings
- Draw plans for the layout of the annual Alameda County Fair and other events
- Transforms initial rough design and layout using computer aided design (CAD) into working documents
- Draw preliminary plans for building remodels and renovations
- Take measurements as necessary in order to draw plans
- Update the utility map of the fairgrounds
- Coordinate with the Maintenance staff to record and update property infrastructure
- Update and create marketing and event maps
- Read and review older plans to assist with creating new plans
- Create signage requested through the marketing department
- Print, cut, grommet and hang signage
- Coordinate with marketing and fair operations to record Fair changes
- Maintain sign shop signs, inventory and printer/equipment

Required Skills:

- Technically detailed and proven ability to envision layouts
- Strong computer skills including the ability to use following computer software:
 - Autodesk AutoCAD 2D or AutoCAD LT

- Autodesk Revit
- Google SketchUp
- Google Earth
- Microsoft Office
- Google Suite
- Adobe Creative Suite
- Canva
- Strong communication skills both written and verbal
- Excellent problem solving skills
- Works well independently or with a team
- Ability to lift 30 lbs.
- Experience with printers, equipment and print software

The Alameda County Agricultural Fair Association is an Equal Opportunity Employer and we encourage all qualified persons to apply.

Please submit your resume to:

jobs@almedacountyfair.com

By Fax: 925 426-5192

By Mail: Alameda County Agricultural Fair Association 4501 Pleasanton Avenue, Pleasanton, CA 94566

Attn: Traci Brumm