



**ALAMEDA
COUNTY FAIR**
JUNE 16 - JULY 9
PLEASANTON

POSITION: Admissions Intern

SALARY: \$18 per hour

POSITION DESCRIPTION:

Admissions intern is a seasonal, part time position beginning in April and concluding mid July. This position provides support for admissions, ticketing and Fair Operations for the annual Alameda County Fair. It is approximately 15 to 20 hours per week increasing to 35-40 hours per week during our annual Fair (June 16-July 9). Responsibilities include providing support to the Admissions Box Office team in a variety of efforts related to the operations of the Alameda County Fair. A qualified candidate is an organized and deadline conscious worker who has the ability to handle multiple projects effectively. The ideal candidate is detail oriented with good computer and customer service skills.

We are looking for an intern eager to learn more about the admissions and ticketing industries at a venue level. Our intern will learn and demonstrate admission operations and skills in a fast-paced environment.

RESPONSIBILITIES:

- Support the planning, implementation and operation of 2023 Admission operations during the Fair
- Key role in advance ticket distribution, including organizing large ticket orders
- Sorting, fulfillment and distribution of all advance tickets and passes
- Coordination of fulfillment for horse racing box seats
- Organizing and maintaining of ticket and parking distribution log
- Work with Admissions Specialist to develop and execute layout for Promotional Days
- Assisting Admissions Specialist in day-to-day operations meeting all Fair time admission and box office needs
- Process media partner tickets
- Process sponsor partner tickets
- Other duties as assigned

YOU WILL BRING:

- Excellent customer service skills
- Motivated, professional demeanor
- Articulate verbal skills
- Excellent written and verbal communication skills
- Proficient in Google Docs, Microsoft Office Suite
- Ability to work independently in a fast paced environment
- Ability to handle multiple projects with varying deadlines
- Team player attitude
- Proven attention to detail
- Ability to lift 30+ pounds
- Detail oriented

Alameda County Fair Association, a non-profit organization, is an Equal Opportunity Employer and encourages all qualified persons to apply.

**To apply send resume to Traci Brumm, Alameda County Fair Association,
4501 Pleasanton Avenue, Pleasanton Ca. 94566 or Fax (925) 426-5192 or e-mail to
jobs@alamedacountyfair.com**