



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

POSITION: Entertainment & Programs Intern

SALARY: \$18 per hour

AVAILABLE: May/June 2023 through July 2023

POSITION SCOPE:

This position is under the general direction of the Director of Entertainment, Agriculture & Programs. This position is responsible for assisting the Program Operations Department with tent and equipment placement, Fairtime Festivals, Exhibits program and other administrative and operational support. This is a seasonal position that could start part-time in May. It will require 40 hours a week in June and July.

YOU WILL:

- Act as the liaison between onsite partners and Fair Operations
- Handles onsite partner concerns, questions, looping in the Director as needed
- Works with the Director to resolve concerns and offer creative solutions
- Read the CAD and assist Fair onsite partners with placement of tents, trussing, stages & equipment
- Assist with the Cultural and Drinking Festivals
- Assist the Exhibits & Community Programs Supervisor & Exhibits team as needed
- Work with Concert Supervisors on que lines and seating
- All other duties as assigned

YOU WILL BRING:

- Excellent customer service skills in person and over the telephone
- Strong problem solving and negotiating skills
- Good analytical and administrative skills
- Strong communication skills
- Able to work independently as well as being a team player
- Able to lift 20 lbs.
- Able to stand for the majority of the day
- A professional attitude

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.

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