



POSITION ANNOUNCEMENT

POSITION: Sign Maker/Production & Installation

SALARY: \$21 to 25/hour

For over 100 years the Alameda County Fairgrounds has been a part of the community hosting over 250 events a year and an annual Fair that includes live concerts, tasting fests and cultural festivals and live horse racing 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 community. As employees, we focus on our values-community, inclusive, excellence, collaborative, innovative, positive, environment and the celebration of our successes!

POSITION SUMMARY:

This is a seasonal, part-time position in our Marketing and Business Development department working 8 to 16 hours per week from August-April and 30-35 hours per week May-July, with occasional weekend work to support workload and demands (during our Annual Fair weekends will be required). This position serves as a Sign Maker, Production Artist, and Installation in a dynamic sign shop as well as editing and printing CADs using AutoCAD and a CAD printer.

RESPONSIBILITIES:

- Create, produce and install signage for Fairground events
- Logo manipulations, scanning, design signs and sign layouts in vector-based software and Adobe Creative Cloud for digital printing output
- Proofread and inspect jobs for accuracy and content
- Assist in file delivery to printers and digital marketing vendors
- Work with multiple vendors, contractors, and designers
- Assist with the maintenance of all equipment including computer, plotter, laminator and printer including file management
- Assist with banner storage and inventory year-round and annual Fair
- Monitor & maintain supply levels while minimizing material waste
- Manage multiple projects while adhering to deadlines
- Complete all aspects of a large print job from file set up, printing, cutting, grommeting, hanging, uninstall, storage etc.

REQUIRED SKILLS:

- Experience with sign making, vinyl application, fabrication, and large format printing
- Basic graphic design skills including, but not limited to color theory, typography, and layout
- Strong knowledge of Adobe Creative Cloud and RIP software
- Knowledge and use of basic math formulas
- Proven ability to organize and prioritize multiple projects with tight deadlines
- Ability to problem solve and work under pressure in a fast-paced environment
- Proficiency in creative thinking and multi-tasking
- Ability to work well within an established marketing team that includes: Project Manager, Graphic Designers, Copy Writers, outside vendors, and Media Buyers
- Proven accuracy in proofing and copy editing
- AutoCAD skills a plus
- Marketing experience
- Excellent communications skills both written and oral
- Ability to lift up to 40lbs.
- Experience with operating lift equipment desired

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