

**POSITION OPENING**

POSITION: Event Coordinator II (Seasonal)

SALARY: \$24 to \$27

We are looking for a successful Event professional whose job history shows professional development through work challenges and experiences. Qualified individuals are competent in key elements in the implement of successful events.

POSITION SCOPE:

This is a seasonal position with full-time hours through September and the potential for regular, full-time employment. The Event Coordinator II manages clients from contract to event breakdown. This position requires a superior guest experience mindset with the ability to interact with clients, stakeholders and team members confidently and effectively. This Event Coordinator II position supports the retail vendor program during our annual Fair. The ability to work weekend and evening shifts as needed for business operations is an essential function of this job.

YOU WILL:

- Guide clients through planning and successful execution of small and large-scale events
- Oversee execution of events and serve as main point of contact for clients, internal departments, vendors and partners
- Manage contracts to ensure timely execution, maintenance of budget, accurate invoicing and payments
- Plan events including equipment needs, event implementation and support staff requirements
- Conduct event debriefs to determine best practices and improvement opportunities
- Book returning events and confidently upsell for overall improvement and client satisfaction
- Resolve conflicts as they arise, with a guest experience perspective
- Manage event bookings in CRM database
- Develop timely work orders and layouts using All Seated and similar software
- Provide on-site management of assigned events
- Recruit, track and onboard vendors to participate in our annual Fair
- Assist with invoicing, communication and asset distribution for Fair vendors
- Assist with vendor check in before Fair
- Act as lead building attendant for seasonal staff during Fair
- Coordinate vendor move in and move out
- Collect all required documentation and payment for each event on or before deadline

YOU WILL BRING:

- Minimum of 3 years of experience in Event Coordination 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
- Ability to remain calm and focused in challenging situations while providing quality customer service
- Be collaborative as well as 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
- Willingness to work weekends, evenings and varied schedules as required for events

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. We are 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!

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