



## **POSITION OPENING**

**POSITION:** Full Time Event Coordinator I / Retail Focus

**SALARY:** \$20-\$24/hour; Based on Experience

## **WE ARE:**

Dedicated to the management of the Alameda County Fairgrounds and the preservation of the annual Alameda County Fair. We are driven to assure 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-- inclusiveness, excellence, collaboration, innovation, positivity, team success, community and environment.

## **POSITION SCOPE:**

The Event Coordinator I assumes responsibility for client coordination from contract to event breakdown. The position will focus on event renewal business including booking, contract management, budget supervision and onsite coordination of events. The ideal candidate will have strong knowledge of the events and/or Fair business. Previous experience in event management or related field is required. Excellent communication skills are essential. The ideal candidate will work independently to deliver results in a fast-paced environment. The ability to manage multiple projects at a high-quality standard is crucial. The Event Coordinator I position also supports the annual Fair retail vendor program assisting with the coordination of commercial vendors.

This position requires the flexibility to work various schedules including weekends. This is a full-time, non-exempt position; we offer competitive compensation, excellent benefits, liberal paid leave and retirement plan with company match.

## **EVENT COORDINATOR 1 RESPONSIBILITIES:**

- Work with client to ensure event success this includes: creating work orders, layouts, event production and conflict resolution
- Sell and book returning events within the parameters of the event calendar
- Competently upsell and interact with clients
- Manage contracts to ensure timely execution, maintenance of budget and accurate invoicing
- Event production including event decorating, event implementation and support staff requirements
- Coordinate across multiple departments to ensure event success and contractual agreements are met
- Act as liaison between client, staff and promoters
- Prioritize multiple projects in a fast-paced, multi-faceted creative environment
- Develop layouts using social tables and similar software
- Additional tasks and projects as needed

**FAIR RETAIL RESPONSIBILITIES:**

- Recruit new vendors to participate in the Fair
- Update forms, contracts and vendor packets
- Manage communication
- Assist with the payment processing
- Track vendor application, forms and ticket/assets
- Assist with vendor check in and move out
- Work with Premium Space team to coordinate space and forms
- Act as one of the lead building attendants for all seasonal staff during Fair

**KNOWLEDGE, SKILLS AND ABILITIES YOU WILL BRING:**

- Minimum of 2 years of experience in Event Management or related field
- Exceptional oral and written communication skills
- Strong client collaboration and interpersonal skills
- Solid coordination ability in managing cross functional teams
- Ability to manage multiple projects simultaneously
- Talent to adapt to unforeseeable challenges and opportunities with a solution-oriented perspective
- Work independently and effectively under pressure
- Must be able to work weekends
- Proficiency in Microsoft Word programs, Excel and Power Point with ability to learn new programs
- Able to walk, sit and lift 20 lbs. as part of the day-to-day experience

Alameda County Fair Association is an Equal Opportunity Employer and encourages all qualified persons to apply.

**Please submit your resume to:**

[jobs@alamedacountyfair.com](mailto:jobs@alamedacountyfair.com)

By fax: (925) 426-5196

By mail: 4501 Pleasanton Ave., Pleasanton, CA, 94566 Attn: Tess Manalo