



**POSITION ANNOUNCEMENT**

**POSITION:** Event Operations Staff

**SALARY:** \$20 per hour

**POSITION SUMMARY:**

This is a seasonal full-time position with potential to evolve into a regular full-time benefited position. This position provides set-up and tear down for the more than 300 fairground events each year. This includes, but is not limited to, putting up pipe and drape, delivering tables and chairs, skirting tables, and responding to event promoter's requests. This position requires heavy lifting and the ability to work well with our promoters, public and event staff. Candidates must be flexible to work any shift, including the late shifts as necessary.

**RESPONSIBILITIES:**

- Work with a team of event sales and services staff to provide excellent service
- Skirt tables ordered by promoter
- Set up and tear down events including custodial functions
- Plan and set up pipe and drape according to layout drawings
- Deliver and set up carpet, tables and chairs
- Promptly and courteously respond to Promoters' and Vendors' concerns and requests during events
- Cleans tables, chairs, windows, carpet, etc.
- Duties as assigned by Leads and/or Supervisors

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Good communication skills with an emphasis on customer service
- Experience working in a large event venue
- Capable of following instructions and layout design
- Ability to get and maintain a California Driver's License and be eligible to be insured by our insurance provider
- Ability to lift and move 30 lbs.
- Ability to bend, stoop and twist continuously throughout the day
- Ability to perform repetitive tasks in a safe manner
- Strong work ethic and self-motivated
- Ability to work a flexible schedule including nights, weekends and holidays
- Excellent problem solving skills
- Ability to work well with a team or independently
- Forklift experience or Class B license a plus

The Alameda County Fair Association is a non-profit organization managing the Alameda County Fairgrounds with nearly 300 events held each year. Home to the Annual Alameda County Fair and public and private events including large consumer and trade shows, festivals, corporate events, concerts, graduations, picnics, weddings and other social events.

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: Human Resources