



# FAIRS & EVENTS COORDINATOR JOB DESCRIPTION

Job Title: Fairs & Events Coordinator

Job Class: TBD

Pay Grade: 119

Effective Date: April 2021

FLSA: Non-Exempt

Revision Date: December 2024

## NATURE OF WORK

Under limited supervision, assists the Manager in planning and coordinating the operations and activities of the Southwest Washington Fair; assists the Manager in overseeing event activities, rentals, tourism, and community functions; promotes community interest in the Parks, Fair, and the County's Fairground facilities; and assists the manager in supervising assigned personnel. Work hours will vary, depending on the Parks, Fair, and Fair Grounds scheduled events, festivals, activities and so on.

## ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assists the Fair Manager in coordinating the day-to-day operations of the fair and interim events including administration, marketing, public relations, events management, contract administration, tourism efforts, and customer service.
- Assists the Manager in directing, supervising, and participating in the development, implementation, and administration of the SWWF's marketing, yearly event, interim events, and new event plans.
- Assists the Manager in supervising and evaluating the performance of assigned personnel; supervises and coordinates the work activities of county employees, vendors, and volunteers; coordinates and/or provides employee training, as assigned.
- Monitors assigned staff for compliance with departmental policies, procedures, and standards of service.
- Participates and facilitates with the Southwest Washington Fair Commission and Fair Association regarding Fair operations; prepares meeting agendas, reports, and presentations.
- Provides support and assistance with various projects conducted by the Commission and/or the Association including fundraisers, and other functions.
- Assists the Manager in conducting a variety of public relations functions; Assists the Manager in developing and maintaining partnerships with community organizations, clubs, and the media; delivers presentations and provides information regarding the SWWF, Parks, and other events.
- Assists the Manager in creating, setting up, and/or staffing display booths at various types of community events.
- Assists the Manager in preparing bids and coordinates bid processes; Assists the Manager in negotiating and administering contracts for a variety of event services and events including entertainment, sound, lighting, stages, tents, parking, and security. (See Fair/Events Manager Roles)
- Assists the Manager by providing event/activity needs for fairground events, activities, and interim event rentals. Participates in a variety of staff, community, and Fair industry meetings, conferences, and seminars.
- Provides 24/7 on-call service in relation to Parks, Fairgrounds and/or interim events issues.

**WORKING ENVIRONMENT / PHYSICAL DEMANDS:**

Work is performed in a standard office environment and in and around fairground facilities; subject to sitting, standing, walking, bending, reaching, and lifting of objects up to 75 pounds.

**EMPLOYMENT STANDARDS:**

Associate's Degree in Fair Management, Marketing, or a closely related field; AND two (2) years of experience managing operations, marketing, and events.

A valid Driver's License is required; other certifications may be required.

**KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- County policies and procedures.
- Fairground operations, policies, and procedures.
- Regulations and standards governing fair operations.
- Principles of marketing and public relations.
- Events management and contract administration principles.
- Supervisory and leadership principles, practices, and methods.
- Marketing and Promotion Experience.

**Skills in:**

- Managing and coordinating the operations and activities of events.
- Facilitating the delivery of high-quality event services to the community.
- Coordinating bid processes and negotiating/administering service contracts.
- Establishing and maintaining effective working relationships with staff, volunteers, industry professionals, community organizations, outside agencies, vendors, contractors, and the general public.
- Communicating effectively verbally and in writing.
- Supervising, leading, and delegating tasks and authority.