



NEBRASKA STATE FAIR POSITION DESCRIPTION Events Manager

As of December 2, 2022

Summary:

Reporting to the Entertainment & Events Director, the Contract Employee will be experienced in Event planning and Event execution and will coordinate Nebraska based events for the 2023 Nebraska State Fair (event). This position will work with local (statewide) Clubs and Organizations to plan and to execute attractions, demonstrations, exhibits, and entertainment for the 2023 State Fair.

Duties and essential job functions:

- Maintain a culture that fosters Nebraska State Fair mission and values to be an exhibition focused on agriculture and educational experiences that promote families, fun, and Nebraska pride.
- Engage with current and prospective Nebraska Partners to plan, finalize, and to execute the Local Entertainment Plan Events.
- Adhere to established budget and seek approval when budgetary changes are recommended.
- Perform Lead Role with a number of Local Events including, but not limited to: Cheer & Dance, National Anthem Performers, Nebraskapella, Veteran's Day Program, Cruise In and Ride In, County Fair Day, Daily Celebration Parades, Veteran's Day Celebration Parade, Queen Meet N Greet, Activity Acres, and Nebraska Sports Demos.
- Prepare, review, adjust, and execute contracts for the Plan securements.
- Secure Certificate of Insurance (COI) of partners in this realm.
- Identify, communicate and facilitate logistic needs for timely and efficient Event execution.
- Identify, create, and communicate support materials for Local Events Marketing.
- Identify logistic needs in NSF Event Software program for fulfillment.
- Participate in Staff Meetings no less than two times per month.
- Prepare Event evaluation for each event within the Local Event Plan.

Additional Job Duties:

- Perform a supporting role for limited, key Events that are led by NSF Staff Team.
- Provide regular updates of planning to Entertainment and Events Director and Staff Team.
- Must have the ability to read, follow, and implement budget controls within Events Department.

Education and/or Experience:

- Graduate or near graduate of college or university, or similar experience in event programming.
- Must have at least six months business or administrative experience, of which one year must be in scheduling and coordinating shows, events, or programming.

Minimum Qualifications:

- Must follow basic safety requirements.
- Must be able to occasionally lift up to 50 lbs., while performing the duties of this job, the Contract Employee is required to stand for long periods of time; frequently walk or move about the property, be able to lift or assist in lifting and transporting objects such as tables, chairs, boxes, platforms, etc.
- Requires climbing stairs and maneuvering equipment in an out of rooms, hallways, and buildings.
- Must be able to work nights, weekends, and holidays, as needed, including working on-property everyday August 21 – September 5, 2022.
- Current valid driver's license and be insurable to drive.
- Strong verbal and written communication skills.
- Must be driven, confident, organized and an accomplished problem-solver.
- Able and willing to work cooperatively with other team members.

Nebraska State Fair is an equal opportunity employer. Submit resume and cover letter to Entertainment & Events Director, Nebraska State Fair at kschulz@statefair.org