



WHO WE ARE

State Fair Park & Event Center is home of the annual 10-day Central Washington State Fair, Yakima Valley SunDome and hosts over 150 events annually which represent a wide variety of events and community activities throughout the year.

THE POSITION

We are looking for an individual that is experienced, energetic, able to adapt under diverse circumstances quickly and above all is a team player. This person will have oversight and manage all aspects of our event department from advance planning stages through the end of the event. This will include supervising an event coordinator and working alongside internal team and event partners to support the successful delivery of events. This person will also work directly with State Fair Park internal team in creating, planning, and executing self-produced events.

ESSENTIAL SKILLS

- Ability to deliver best in class customer service in all areas of day-to-day work with client and partner interactions.
- Event industry experience and understanding industry terminology, facility capabilities, operational procedures, event coordination, event-related services.
- Ability to handle and prioritize multiple tasks and projects simultaneously with excellent organizational skills.
- Handle conflicts, make intelligent business decisions and exercise proper action during stressful situations.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Remain flexible and optimistic and adjust to situations as they occur.
- Maintain effective working relationships with clients, employees, exhibitors, guests, and others.
- The ability to communicate clearly and concisely both orally and in writing.
- The ability to work in a variety of climates, both indoors and out, and the ability to stand on your feet for extended periods of time.
- Ability to work independently as well as part of a team.
- To be flexible to perform other duties as assigned.
- The ability to have fun while working in a fast-paced environment.

JOB DUTIES

- Once event has been contracted by sales team, coordinate event planning and execution by researching, problem solving, communicating through email and meetings, answering questions, conducting pre-event walkthroughs.
- Responsible for planning, coordinating, and facilitating the logistics of events throughout State Fair Park and acting as liaison on behalf of organization and with all parties involved in the event.
- Prepare event cost estimates for clients based on event needs.
- Troubleshooting during the event preparation and during the event to ensure that all event setups are correct including making decisions about policy, procedures, billing, and staffing.
- Oversee all production, set-up, and event related contractors.
- Work with entertainment promoters to advance a show and have understanding of basic terminology and needs in entertainment riders.

JOB DUTIES *(continued)*

- Assist in creating Department's annual budget to include managing and monitoring expenses.
- Collaborate with event related contractors as to scheduling demands for the event.
- Produce accurate and timely event production information for use by internal team and contract partners to ensure success of event.
- Create floor plans for events using appropriate software.
- Create final client settlement and billing paperwork.
- Lead weekly production meetings with internal support team to distribute event information and troubleshoot event.
- Guide clients in preparation of events, explaining contracting provisions, policies, and procedures.
- Schedule food and beverage vendors to work at pre-determined events.
- Make sure that fire and safety codes are met during the planning, set-up, and actual event.
- Keep and cultivate relationships with customers, vendors, and State Fair Park partners with professional and courteous demeanor.
- Ensure all client and event information is entered accurately in the company database software.
- Manage event calendar ensuring all reoccurring event dates are secured and proper paperwork is completed.
- Manage contracting of assigned events.

REQUIRED EDUCATION & EXPERIENCE

- Education - bachelor's degree in business, hospitality, culinary, facility management or a related field preferred and/or equivalent of three to five (3-5) years of related experience in Fairs, meeting planner, recreation, parks, educational institution, stadiums, convention, hotel, or theater, or other similar public assembly facility.
- Knowledge of the principles of booking and operating concerts, performances and large-scale rental events and productions will be given special consideration.
- Computer Skills: Working knowledge of Microsoft Office.

Send your resume to: Central Washington Fair Association, 1301 South Fair Avenue, Yakima WA 98901 or email to erinr@fairfun.com.

Job Type: Full-time

Salary: The hourly rate of \$25 - \$30 per hour (annualizes to \$52,000 - \$62,400) plus annual discretionary bonus

Benefits: 401k, Medical, Dental, Vision, Aflac, Life, AD&D, LTD

Relocation available for out of area candidates.

This position requires the ability to work a flexible schedule that includes working evenings, nights, weekends, and some holidays.