

## JOB DESCRIPTION

**INTERNAL JOB TITLE:** Competitive Exhibits Coordinator

**FLSA STATUS:** Non-Exempt

**DEPARTMENT:** Creative Living

**REPORTS TO:** Director of Agribusiness

### SUMMARY

Responsible for the coordination of the Creative Living competitive exhibits. Work to create a positive experience and awareness of the department's objectives, functions, and organizational alignment. Support the Executive Director and Director of Agribusiness in coordinating all competitive exhibit programs and day-to-day operations of the Florida Center throughout the fair duration. Take charge of managing these programs from conceptualization to execution, ensuring seamless completion.

### KEY RESPONSIBILITIES:

1. Annually review the competition handbooks, premium lists, program details, vendors, demonstrators, and contest judging criteria to ensure they are kept current, relevant, and aligned with FSFA objectives. Determine if fees and award payouts are appropriate
2. Update and maintain the ShoWorks program for all competitive entries, including setting up online entries on the website, downloading entries into our system, and reconciling all online payments. Collaborate closely with administrative staff to verify exhibitor entries are correctly submitted, ensuring precision in applications, exhibit display labels, and other data within ShoWorks. Ensuring that judging results are accurately recorded and posted online for public viewing.
3. Oversee all aspects of exhibitor and vendor logistics, including drop-off and pick-up coordination before, during, and after the fair. Your responsibilities will also entail the development and planning of competitions held throughout the fair duration, ensuring their smooth execution. Additionally, you will be responsible for coordinating any special exhibits or entertainment featured during the fair, ensuring an engaging and memorable experience for attendees.
4. Conceive, design, and implement captivating displays and layouts within the Florida Center to complement the showcased arts and crafts. Additionally, collaborate with builders to supervise the coordination of competitions and displays, ensuring seamless execution. Conduct annual reviews to refine layout, programming, and functionality, optimizing workflow and making process improvements when warranted.
5. Contact, hire, and schedule judges for competitive exhibits. Establish judging criteria. Responsible for coordination of logistics for their participation. Write individual contracts for each judge including the processing of all paperwork for payment of their services through the Ungerboeck system. Prepare all judging sheets and records and publish winners.
6. Negotiate fees with judges, entertainment, and paid demonstrators. Create contracts for each situation.
7. Working with the Accounting Department and management approval create an annual expense and personnel budget. Before and during Fair maintain those budgets. Think strategically to develop a long-term capital plan for Creative Living. Responsible for all financial transactions that occur in the Department, including purchases, sales, award payments, check reissues, and petty cash.
8. Collaborate with Event Services and Facilities to ensure that all cleaning and maintenance requirements are fulfilled both prior to and throughout the duration of the fair.
9. Work with Marketing to secure sponsorships for all competitive events and to underwrite new awards and prizes. Contract and track all payments in Ungerboeck. Responsible for including

each sponsorship in the promotional materials. Work with Marketing's Graphic designer to create any graphics needed.

10. Before and during the fair coordinate, train, and work with fair volunteers. Work with the volunteer coordinator to find new volunteers and assess volunteers' needs and schedule for volunteers.
11. Manage communications with all exhibitors/vendors for outgoing correspondence and mailings for program participants, artists, sponsors, and companies including premium checks, winners' information, thank you notes, etc.
12. Act as the primary liaison with community organizations and associations to effectively communicate with and recruit exhibitors, vendors, and volunteers.
13. Develop work procedures, processes, schedules, and priorities through comprehensive analysis, research, and experience. Conduct annual updates to the Creative Living Process documents to incorporate any changes or adaptations required each year.
14. Other duties as required.

#### **LEADERSHIP/SUPERVISORY RESPONSIBILITIES:**

Directly supervises up to 25 employees and volunteers based on seasonal needs. Performs supervisory responsibilities by managing and allocating employee resources in accordance with company policies, applicable laws, and company initiatives/goals. Responsibilities include interviewing, hiring, training, and developing employees; planning, assigning, and directing work (including scheduling); appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

#### **QUALIFICATIONS/EDUCATION/CERTIFICATIONS:**

A high school diploma or equivalent is necessary, while some college education is preferred. Candidates should have a minimum of three to five years of experience in meeting, exhibit, and/or event planning. The ideal candidate will demonstrate a solid background and extensive knowledge of exhibit and display construction. Proficiency in flyer and website design, along with graphic skills, is desirable. Additionally, a valid driver's license is required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong interpersonal, communication and time management skills
- Foster a collaborative team environment driven by consensus, while also demonstrating the ability to take the lead and make independent decisions when required.
- Possess robust supervisory skills encompassing strategic planning, efficient prioritization, meticulous organization, and adept delegation of tasks. Proficient in applying effective principles and techniques to ensure successful outcomes.
- Exceptional communication skills, both verbal and written, coupled with a tactful and diplomatic approach. Possess a strong work ethic and resourcefulness in problem-solving. Demonstrate active listening and patience when resolving conflicts with staff, exhibitors, volunteers, and guests.
- Strong computer skills utilizing technology for successful job performance necessary (experience with Outlook, Word, Excel, Access database. It is beneficial to have Creative Suite (Illustrator & Photoshop)
- Working with Creative Living facilities manager possesses the capacity to envision desired outcomes and adeptly procure requisite materials for executing designs.

- Understanding contemporary arts and cultural trends, expertise in gallery installation methods, proficiency in fiber arts, and familiarity with 2D and 3D artworks in arts and crafts. Additionally, be skilled in directing Creative Living decorators to craft visually captivating displays.
- Ability to establish and maintain effective working relationships with managers, supervisors, staff, vendors, partners, exhibitors, volunteers, and guests.
- Ability to identify community partners that will help encourage new exhibitors & demonstrators.
- Must be able to work in a fast-paced environment with changing priorities to meet tight deadlines.
- Maintaining a clean and safe work environment is paramount, reflecting a commitment to both personal and team safety. The position necessitates physical endurance, including the ability to stand and walk for extended periods and lift items weighing up to 20 lbs.
- Additionally, schedule flexibility is essential, as availability to work nights, weekends, and holidays on an on-call basis may be required to meet operational needs.

**CORE COMPETENCIES:**

***Teamwork \* Positive Patron Experience \* Customer Service \* Efficiency/Effectiveness***

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

Duties are performed partially in an office setting. Operates computer and standard office equipment, such as telephone and copier/printer. Must be able to stand, walk, sit, use hands, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, talk, hear, and occasionally lift or move (more than 20 pounds).

*\*\*\* Job descriptions will be reviewed and are subject to changes of business necessity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**TO APPLY:**

Interested candidates can visit [this listing on our career page](#) to apply.