Entry Department and Activity Coordinator March 2018

Full time position with benefits - $13.00 - $18.00 hourly, depending on qualifications

Performs a variety of duties to develop, support, coordinate and execute events and activities at the Utah State Fairpark, including the annual Utah State Fair.

Examples of Duties

Develop working knowledge of software program used to manage Fair competitive entry departments

Hire and oversee seasonal staff to work in the livestock and computer offices

Work with department supervisors to review and recommend updates to categories and classes offered, including updating website information and management software

Work with breed associations, department supervisors and related organizations to secure recommendations and seek availability of qualified judges. Upon approval, perform administrative functions related to contracting and payment for those judges

Prepare detailed set-up sheets, including layout maps and inventory lists as needed for fair departments and other event activities

Serve as administrative liaison for various committees, as assigned

Provide oversight level support for ticketing and parking operations at Fairpark sponsored and third party events, as needed

Participate at community events, meetings and training seminars, as applicable

Work closely with State Fair and Major Events Director in all aspects of performance of duties and accept other duties as assigned

The successful applicant will possess strong written and oral communication skills, organizational and attention to detail skills, and an ability to manage multiple projects and deadlines.
Experience with spreadsheet, data entry and web based programs required.
The ability to work in an environment where animals, animal matter and dust are present is a must.
The availability to work flexible hours, including evenings, weekends and holidays, as dictated by the Fair schedule, is required.
We are seeking a motivated individual to become part of our organization with the goal of helping us improve and grow.
Pre-employment drug screening required if a job offer is extended.
If you feel you meet the requirements, please submit a resume to holli@utahstatefair.com . No phone calls, walk-ins, or agencies, please.