

JOB ANNOUNCEMENT



Position: Event Planning Intern Legacy Events Center – Davis County Fair

OPEN UNTIL FILLED

Job Summary:

Performs a variety of duties in coordinating activities related to the Davis County Fair (151 S 1100 W Farmington, UT) including planning entertainment/activities, marketing events and soliciting sponsorships. May assist with other County produced events held throughout the summer.

Example of Duties:

Assists the Events Coordinator in preparation for and execution of the annual Davis County Fair (August 12th - 15th, 2020); assists in social media management, website updates, securing sponsorship, preparation of buildings, grounds, and coordination of logistical needs for fair events, exhibits, and vendors.

Assists with Fair Committee functions and coordinates various fair activities with appropriate committee members. Assists in soliciting sponsorships for the fair; contacts businesses and organizations and solicits support and participation; sells advertisement space associated with the fair.

May represent the Davis County Fair at local festivals or other community events. May attend other fairs and/or community events to gather operational ideas. Works extended flexible hours in preparation for and during the annual County Fair. Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations. Performs related duties as assigned.

Minimum Qualifications:

Currently enrolled at an accredited college or university actively seeking a Bachelor's OR Master's Degree in experience design, recreation or business management, marketing, parks/recreation, or a closely related field. Experience in sales, marketing, sponsorship, event planning or operations, recreation planning, or a directly related field is desired, but not necessary.

Necessary Knowledge, Skills and Abilities:

Basic knowledge of: event planning and coordination; concepts of public relations and marketing; sponsor solicitation; principles and physical requirements in staging fairs and related events. This position requires the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations. Skill in: public relations and communication; operating common office equipment; using applicable hardware and software including, but not limited to, MS Word, Excel, and Adobe Creative Suite. Ability to: solicit fair sponsorships; make oral presentations to community groups; interpret, read, and work from sketches, diagrams, and contracts; work a flexible schedule; use computer hardware and applicable software; set priorities and work with minimal supervision; work in an environment where animals, animal matter, dust, and exhaust fumes are present; communicate effectively (both orally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees, board members, vendors, sponsors, volunteers and the general public.

Department:

Community &
Economic Dev
Legacy Events
Center

Status:

Seasonal: Approx.
May 4th – Aug 17th
32 – 40 hrs/wk

*Schedule may be flexible in
order to accommodate
school schedule*

Salary:

\$14.00 per hour

Davis County is a drug-free workplace. All successful applicants for positions in the County must successfully pass a drug screen prior to employment. Copies of official college transcripts, current Motor Vehicle Report (MVR) and proof of automobile insurance required



Equal Opportunity Employer

HOW TO APPLY:

www.daviscountyutah.gov/human-resources/careers

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