Position Title: Fair Time Creative Arts Assistants (3)
Department: Agriculture & Education
Supervisor: Creative Arts/New England Center Program Manager
Position Type: Casual (August to October) – Exempt (Big E only)

POSITION SUMMARY

The Fair Time Creative Arts Assistants work with the Creative Arts/New England Center Program Manager on all tasks required for a successful Big E production. This is largely focuses on the receiving, supervision, and pick up of hand-crafted items, photography, jellies, and other competition entries all logged electronically.

POSITION RESPONSIBILITIES

- Organization of pre-receiving day tags and forms for Creative Arts competition entries.
- Assist on receiving day, judging, set up days and pick up days.
- Assist daily during the fair with management of contests, volunteers, demonstrators and stage presenters.
- Filing, data entry and contact with a broad range of customers.

REQUIREMENTS

- High school degree or equivalent.
- Experience working in a team setting with individuals of all levels, including volunteers.
- Familiarity with or comfortable learning new technology, including Apple and Microsoft Office platforms
- Ability to focus and multitask in fast-paced environment.
- Strong organizational and time management skills.
- Flexible and creative approach to work with unforeseen changes.
- Excellent verbal and written communication skills.
- Ability to lift or move objects weighing 25 lbs.
- Ability to walk, sit and stand for extended periods of time.
- Must pass CORI screening.
- Must be able to work the following schedule:

  Start approximately first week of August and end 2 days after Fair ends.
  Weekly hours vary from 8 to 40 hours per week.
  30 to 40 hour weeks are required from August 24 to October 6.
  Days, evenings and weekend work is required.

TO APPLY:

Please fill out our online application form - https://tinyurl.com/EmploymentESE - and include your resume and cover letter. Only completed applications that include a resume and cover letter will be considered. Positions are open until filled. Questions regarding the application process can be addressed to employment@TheBigE.com.

Eastern States Exposition (ESE) is a not-for-profit corporation committed to excellence in providing year-round opportunities for the development and promotion of agriculture, education, industry and family entertainment while preserving our New England heritage.

ESE is an Equal Employment Opportunity employer and does not discriminate on the basis of sex, race, creed, religion, color, national origin, ancestry, age, physical or mental disability or handicap, pregnancy or pregnancy-related condition, veterans or military status, sexual orientation, gender identity or expression, transgendered status, results of genetic testing, or any membership in any group protected by applicable laws.

Please note: during fair time operations, including pre- and post- fair operations certain positions may be exempt from overtime based on an overtime exemption through the Commonwealth of Massachusetts.