POSITION: Event Coordinator
DATE OPEN: November 4, 2019
DATE CLOSED: When filled
SALARY: $19-$24/hour; Based on Experience

POSITION SUMMARY:
This is a full-time, non-exempt, benefitted position. The Event Coordinator assumes responsibility for client management from contract to event breakdown. The position will focus on event renewal business including booking, contract management, budget supervision and onsite management of events. The ideal candidate will have strong knowledge of the Events and/or Fair business. A minimum of 3 years previous experience in event management is required. Excellent communication skills are essential. The ideal candidate can work independently to deliver results in a fast-paced environment. The ability to manage multiple projects at a high quality standard is crucial. This position requires the flexibility to work various schedules including weekends.

RESPONSIBILITIES:
- Work with client to ensure event success this includes: creating work orders, layouts, event production and conflict resolution
- Sell and book returning events within the parameters of the event calendar
- Competently upsell and interact with clients
- Manage contracts to ensure timely execution, maintenance of budget and accurate invoicing
- Event production including event decorating, event implementation and support staff requirements
- Coordinate across multiple departments to ensure event success and contractual agreements are met
- Act as liaison between client, staff and vendors
- Prioritize multiple projects in a fast-paced, multi-faceted creative environment
- Develop layouts using Party CAD and similar software
- Additional tasks and projects as needed

REQUIRED SKILLS:
- Minimum of 3 years of experience in Event Management
- Exceptional oral and written communication skills
- Strong client collaboration skills
- Solid leadership ability in managing cross functional teams
- Ability to manage multiple projects simultaneously
- Talent to adapt to unforeseeable challenges and opportunities with a solution-oriented perspective
- Work independently and effectively under pressure
- Proficiency in Microsoft Word programs, Excel and Power Point with ability to learn new programs
- Able to walk, sit and lift 20 lbs. as part of the day to day experience

The Alameda County Fair Association is a non-profit organization managing the Alameda County Fairgrounds with nearly 300 events held each year. Home to the Annual Alameda County Fair and public and private events including large consumer and trade shows, festivals, corporate events, concerts, graduations, picnics, weddings and other social events.

Alameda County Fair Association is an Equal Opportunity Employer and encourages all qualified persons to apply.

Please submit your resume:
jobs@alamedacountyfair.com
By fax: (925) 426-5196
By mail: 4501 Pleasanton Ave., Pleasanton, CA, 94566 Attn: Riley Ringor
POSITION ANNOUNCEMENT

POSITION: Event Management Supervisor

DATE OPEN: October 30, 2019

DATE CLOSED: When filled

SALARY: $65,000 - $75,000/year; Based on Experience

POSITION SUMMARY:

This is a regular, Full-time, exempt position. This position is responsible for supervising a dynamic team of event coordinators, managing events and event related contractors, and meeting sales goals. Responsibilities include providing support to the Vice President of Business Development in efforts related to the marketing and sales of the Alameda County Agricultural Fair Associations year round events program. A qualified candidate is organized and deadline conscious with the ability to multi-task in a fast paced environment. Attention to detail and excellent communication skills are essential. The ideal candidate can work independently to deliver results in a fast-paced environment. The ability to manage multiple projects at a high quality standard is crucial. This position requires the flexibility to work various schedules including weekends.

RESPONSIBILITIES:

- Supervise dynamic team of event services coordinators, ensure staff is working together as a team and managing customer needs
- Oversee the event scheduling calendar to maximize venue bookings
- Work with VP of Business Development to manage on-site contractors such as food and beverage, first responders, ATM, and other event related contractors.
- Prepare detailed event reports, including sales data, cost projections, sales forecasting and other financial metrics
- Develop and maintain strategies to streamline events department policies and procedures
- Work closely with Business Development Representative on sales strategies to increase presence in developing markets for new events.
- Manage and create positive relationships with business partners, event promoters, and in-house teams through effective communication, cooperation and relationship building
- Actively participate with business partners throughout year to promote rental of facility
- Ensure team is effectively coordinating complete setup of assigned events, installation, contract specifications and floor plans
- Coordinate Event needs with other departments in the management and planning of events
- Effectively communicate event information to key players
- Lead weekly meetings to discuss post event recaps and upcoming event details.
- Attend pre-planning site visits, strategy meetings and/or vendor meetings for Event Department’s events as required
- Proof department’s Event Work Orders and Invoice for accuracy
- Assist with Annual Fair related events and programs
- Foster positive work environment
- Act as liaison between event coordinators and VP Business Development

REQUIRED SKILLS:

- BA/BS or a minimum of 5 years of experience in Event Management at exposition center, arena, convention center, fairgrounds, parks or large event facility
- Analytical
- Event coordination for customer and project management required
- Understanding of large event procedures and logistics, security, insurance, emergency action plans, and communications
• Proven ability to professionally network within community and industry related events
• Ability to work a flexible schedule, including nights and weekends
• Experience in effectively leading teams
• Proficient in computer programs such as: Microsoft Suite and G Suite by Google
• Experience with Event Business Management Software, Ungerboeck a plus
• Ability to meet all deadlines in a timely manner
• Ability to maintain a professional attitude and positive representation of Alameda County Fair Association at all times
• Highly organized, flexible and adaptable to change
• Exceptional oral and written communication skills
• Solid leadership ability in managing cross functional teams
• Ability to manage multiple projects simultaneously
• Talent to adapt to unforeseeable challenges and opportunities with a solution-oriented perspective
• Work independently and effectively under pressure
• Able to walk, sit and lift 20 lbs. as part of the day to day experience

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