

PLEASE POST

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April 1, 2019

JOB OPENING ANNOUNCEMENT

The Iowa State Fair Authority will begin the process of filling the following full-time position:

CONCESSIONS and EXHIBITS COORDINATOR

This position will first be offered to internal and external candidates

Salary: Competitive Salary and Benefit Package

Hours: 8:00 a.m. to 4:30 p.m., will also include evening, weekend, and some Holiday work. Extended hours during summer months

Job Duties: See attached Job Description

EXPERIENCE

Minimum of one (1) year of increasingly responsible experience in a Fair or Concession related position.

EDUCATION

- Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration, or other related field.
- An equivalent combination of education and experience substituting one year of the required experience for each 30 semester hours of the required education.

OR

- Equivalent to completion of two years of college-level coursework in business or a field related to the work and three years of work experience in related field.

Please submit a current resume and cover letter to Mike Nye, Senior Director of Concessions and Midway Operations no later than April 19, 2019

PLEASE POST UNTIL APRIL 19, 2019

IOWA STATE FAIR AUTHORITY JOB DESCRIPTION

POSITION: CONCESSIONS and EXHIBITS COORDINATOR

TYPE OF POSITION: FULL-TIME

**HOURS OF WORK: 8:00 A.M. TO 4:30 P.M. (EXTENDED HOURS
DURING FAIR SEASON)**

EFFECTIVE DATE:

NAME OF IMMEDIATE SUPERVISOR: MIKE NYE

NAME OF EMPLOYEE:

WORK DUTIES:

TIME % DUTIES

In coordination with the Senior Director of Concessions and Midway Operations over sees the exhibits at the Iowa State Fair.

Specific areas of responsibility include but not limited to:

- Select successful candidates for exhibits and attractions for Fair.
- Prepare documents pertinent to this area. Documents include application forms, Space Rental Guide, floor plans, etc.
- Prepare and distribute offers to previous participants if they are in good standing. Assign space to vendors. Accurately record extended offers and returned offers. Receipt all payments for space, admission, parking and other requested purchases. Review and organize returned applications for space.
- Prepare and distribute license agreements to all successful participants.
- Review and organize returned applications for space.
- Notify unsuccessful applicants in a timely manner.
- Select new participants to fill vacant space and complete the same process as above.

- Prepare and distribute participation packets for all exhibitors, attractions and Thrill Park vendors, which include purchased admissions, parking, insurance and permits.
- Sell admission and parking permits at Fair time to exhibitors, attractions and Thrill Park vendors while keeping an accurate accounting of all permits sold.
- Hire appropriate personnel to supervise buildings, sell or collect attraction tickets and other work necessary for the operation of above-mentioned department.
- Accurately record all percentage collections and reconcile amounts with State Auditors daily.
- Bill and collect utility and inspection fees from vendors and exhibitors.
- Compile income reports making a year-to-year comparison for food, merchandise, and ticketed attraction percentage payments. Compile credentials receipts report.
- Assist in addressing lessee complaints and communicate to supervisor.'
- Assist Senior Director of Concession and Midway Operations in the redemption and auditing of ride/game tickets and provide a daily settlement.

Fair Time Thrill Park Responsibilities:

- Hire, train, schedule and supervise ticket sellers, auditors and bank personnel.
- Address customer service concerns.
- Order, store and inventory Thrill Park apparel and credentials.

ESSENTIAL QUALIFICATIONS:

Overall knowledge of Fair operation, policies and procedures.

Ability to hire, plan, direct and effectively supervise the work of subordinates.

Ability to communicate well with the public, and other departments and agencies.

Ability to express ideas effectively, both orally and in writing.

Ability to make decisions in stressful situations.

Basic computer knowledge to understand process.

Ability to operate equipment relating to auditing operations, i.e. computers, software programs, calculators, check verification equipment, etc.

Ability to perform duties with a high degree of accuracy.

Proficient in Microsoft Access, Word, Power Point, and Excel programs.

Ability to stand, bend and be mobile the entire day of work.

Lifting of equipment and supplies, not to exceed 50 pounds.

May be exposed to wet, hot, cold and/or humid conditions.

Employee's Signature

Date

Supervisor's Signature

Date