



Position: **Events and Facilities Coordinator**

Position reports to: **Sales & Events Director**

Send Resume to holli@utahstatefair.com

Job Summary

The Great Utah State Fair is currently seeking an experienced Event Coordinator to manage all non-fair events throughout the year. The Events and Facilities Coordinator is also responsible for actively seeking clients to lease Fairpark facilities for private events and assisting with various duties during the Annual State Fair.

Essential Duties and Responsibilities

- Actively see clients to lease Fairpark facilities for private events
- Over-seeing day of operations of Non-Fair events
- Perform tasks related to leasing facility for private events, including conducting site tours, preparing lease proposals, contracts, provide information and coordinate with event/operations staff, etc.
- Populate and update electronic digital sign
- Maintain a photo log of events and happenings on the Fairpark
- Create floor plans for events using appropriate software
- Guide clients in preparation of events, explaining contract provisions, policies and procedures
- Provide information to operations/event staff on equipment needs and services for events
- Conduct all follow-up, including receipt of signed contract, insurance certificate, setup diagram, electrical needs, and damage deposit for each event
- Assist with final settlement, billings and statistical reports for events
- Keep events and assigned areas up to date on Fairpark website
- Perform duties related to securing Commercial Vendors & Concessionaires for the Annual State Fair
- Perform miscellaneous duties in support of the annual state fair, including, but not limited to, working with key staff on placement of mobile exhibits and attractions, secure a Mass Gathering and traffic control permits, designing and hanging parking signs for staff and board members, design and hang "You Are Here" maps, prepare bike and animal passes and sign-out forms and secure bids for tents, rental golf-carts, modular trailers, radios, and other equipment as needed.
- Oversee the issuing of Commercial Exhibitor's and Concessionaire's entrance, parking and paid for admissions passes.
- Oversee boat and RV storage, including preparing contracts
- Engages in ongoing, continuing education and proactive research on latest trends in events
- Performs other duties as assigned

Qualifications

- BS/BA and/or 3-5 years professional experience in event management with strong sales and venue operations knowledge.
- Ability to speak with confidence and communicate effectively with members, staff, and the public.
- Highly driven with the ability to think and act independently within guidelines and limitations of authority.
- Ability to organize projects and to prioritize workflow, and to complete multiple tasks simultaneously and accurately.
- Ability to work overtime, nights and holidays as needed.

Competitive wages and excellent benefits