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| **Job Description** |
| 22nd District Agricultural Association |

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|  **Classification Title / Code**: Event Coordinator / 4903 |
| **Working Title**: Event Coordinator  |  **Department**: Production and Entertainment  |
| **Reports To**: Events Services Supervisor  |  **Tenure**: [x]  RFT [ ]  Seasonal |
|  **Supervision Exercised**: [ ]  Yes [x]  No |  **Time Base**: [x]  Full Time [ ]  Part Time |

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| Position Description The duties of the Event Coordinator include, but are not limited to, planning, organizing, producing, and promoting programs, exhibits and/or events for the 22nd District Agricultural Association (District). This may include concerts and festivals, trade shows and consumer expositions, Fairtime programs and exhibits, competitions, sporting events, fundraisers, District meetings, and other special events. Job duties may involve planning, programming, and decoration of exhibits and events; coordinating with prospective exhibitors, entertainers, promoters, judges, and contractors; and assisting in outreach to community partner organizations on behalf of the District.  |

 Essential Job Functions

Employee must be able to perform the following functions with or without reasonable accommodations. Consideration of reasonable accommodation for qualified individuals with disability may be made, provided that doing so does not impose an undue hardship.

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| 55% | **Event Coordination*** Plans, organizes, and facilitates necessary support for year-round and Fairtime events, shows, exhibits, programs, and competitions.
* Collaborates with internal staff on planning year-round and Fairtime events, exhibits, programs, competitions, and special events.
* Provides input on new program development with the goal of creating heightened experiences and brand-loyal customers that broaden demographic reach to the general public.
* Adheres to all District, California Department of Food & Agriculture, and Fairs & Expositions rules, regulations, policies, and procedures.
* Develops and maintains reports as requested by the Supervisor.
* Attends regular planning meetings and other meetings as required.
* Interfaces with regulatory agencies, including the State Fire Marshal in regard to event and exhibit design to ensure compliance.
* Interfaces with vendors, contractors, partners, entertainers, judges, and/or the public in regard to event plans and setup.
* Assists with the physical setup and teardown of events and Fairtime exhibits.
* Acts as a District representative during events.
* Creates and follows through on necessary work orders for each event.
* Coordinates the work of Facilities, Public Safety, Parking, and other departments as it relates to the setup, maintenance, and teardown of events.
* Communicates clearly and regularly with internal departments such as Facilities, Marketing, Public Safety, and Box Office to ensure program goals and needs are met.
* Participates in relevant Fair planning committees to give input and feedback.
* Works closely with temporary department coordinators and acts as liaison between internal departments such as Facilities, Parking, and Public Safety to ensure program needs are met.
* Creates work schedules for temporary department coordinators as needed and/or requested.
* Prepares reports following events with evaluations and recommendations for improvement, as applicable.
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| 20% | **Customer Service** * Responds to email and phone communications and handles outreach in a timely and professional manner.
* Ensures customer service and adherence to all rules and regulations.
* Provides helpful information, answers questions, and assists in responding to complaints and/or inquiries.
* Assists visitors by greeting and directing them appropriately.
* Maintains a positive, empathetic, and professional attitude towards internal and external stakeholders at all times.
* Communicates with internal and external stakeholders via telephone, email and face-to-face.
* Collects customer input regarding events, programming, exhibits, or other customer needs and reports to management.
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| 20% | **Year-Round Responsibilities*** Participates in discussions about strategies, opportunities, potential conflicts, and other issues surrounding community impact and participation in District events.
* Assists in working with various community groups to further the strategic goal of community awareness and impact of the District.
* Makes recommendations for program improvements that will benefit the community and the District.
* Conducts research using various tools (e.g., manuals, internet, databases) to collect relevant information to complete job tasks.
* Keeps inventory and records of department props, equipment, décor, tools, and materials.
* Participates in discussions with associations, clubs, chapters, etc. relevant to job duties that elevate education and knowledge of Fair events.
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 Marginal Job Functions

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| 5% | **Special Projects** * Assists senior management with special projects.
* Performs other duties as directed, requested, or assigned.
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| **Typical Working Conditions** |
| Work is primarily performed in a standard office with artificial light and climate control. At times, work may be performed outdoors; before, after (set-up/tear-down) and during the annual Fair and for event/space tours and coordination. Work activities involve working in an office setting; sitting for prolonged periods of time; bending neck in an upward and downward flexion and side-to-side turning of neck; pushing and pulling file drawers; moving bank boxes up to 25 pounds; and operating standard office equipment requiring repetitive hand movement and fine finger dexterity and fine coordination including the use of a computer keyboard, mouse, calculator, telephone, and radio. Work activities involve the abilities to verbally communicate and hear to express and exchange information, see to perform assigned tasks, and read, write, and speak English at a level required for successful job performance.  |
| **Attendance, Conduct, and Performance Expectations** |
| This position requires the incumbent to maintain acceptable, consistent, and regular attendance at the job site at such level as is determined at the District’s sole discretion; work cooperatively with the team members and others and meet performance expectations to enable the District to provide the highest level of service possible; communicate effectively (orally and in writing if both appropriate) in dealing with the public, employees, and others; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to District policies and procedures regarding attendance, leave, and conduct. Must be regularly available and willing to work the hours determined necessary or desirable to meet its business needs.  |

Duties of this position are subject to change and may be revised as needed or required.