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| **Preferred Qualifications** |
| 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 |

Hiring Collaborators: Preferred Qualifications provide a basis to competitively evaluate each applicant. They include special personal characteristics, experience, interpersonal and communication skills, and additional certifications or qualifications – attributes that you are looking for in your ideal candidate. Consider screening criteria as well as soft skills.

1. Minimum three years’ experience in coordinating events, programming, or exhibits, preferably at a large event center or fair.
2. Knowledge and experience with planning, designing, and organizing events and programs for Fairs, multi-day events, and/or festivals.
3. High School diploma or higher.
4. Basic knowledge of report writing and all forms of written and verbal communication.
5. Experience with and the ability to use Microsoft Office – Teams, Word, Excel, Outlook, PowerPoint, etc.
6. Strong communication skills with the ability to present information effectively.

**Describe the ideal candidate for this position:**

The ideal candidate for this position will possess a unique blend of skills, experience and personal attributes that align with the organization’s values and District needs. This will include demonstrated experience in fostering a strong, ethical and collaborative workplace culture. The candidate will be able to work with internal and external customers, supervisors, and coworkers promoting transparency, integrity and respect, ensuring all team members feel valued and heard, while using organizational skills and time management to handle multiple tasks and installing interactive educational displays and exhibit components. Prior experience from a large fair or event center and the ability to adapt to changing needs will help this candidate to be successful.