



Event Coordinator Monterey County Fair Job Description

The Monterey County Fair seeks an energetic and accomplished event coordinator. This full-time, benefitted position, offers competitive pay, and a unique opportunity to serve the community in a positive work environment. A passion for the County Fair, entertainment, community engagement, and the event industry are a must!

- Hours: 40hrs per week. Additional hours may be required
- Salary: \$4,868.00 - \$6,093.00
- Benefits: Health, Dental and Vision Benefits
- Retirement/Vacation: per CALHR
- Holidays: 11 Paid Holidays
- Sick Leave: 8 hrs. sick leave per month

Position Summary

Under the direction of the Chief Executive Officer (CEO) and Deputy Manager, this position coordinates, organizes and facilitates events at the 7th DAA Monterey County Fairgrounds.

General Responsibilities

Employee must be able to work independently, be organized and detail oriented, have good communication and computer skills, and be able to assist others in their job assignments.

- Assist potential customers with event inquiries; meet with event and activity producers to negotiate terms of rental agreements, plan for equipment requirements, etc.; work with event promoters in determining the appropriate venues, equipment and services for various productions; prepare appropriate contracts and other documents.
- Coordinate parking attendants, security, ticket takers, maintenance and other event staff based on event needs; track schedules and provide payroll information to management.
- Assist the CEO and Deputy Manager with creation and distribution of competition guidelines for various events by providing input and making recommendations; assist in securing judges, soliciting volunteers, developing judging criteria; distributing and promoting results of various event competitions.
- Develop and maintain effective relationships with sponsors and donors

- Compile and process various event related reports and letters.
- Manage financial transactions for various event activities. Receive and receipt payments for all types of events and prepare deposits; maintain appropriate event related financial records.
- Prepares and maintains event related budgets.
- Plan for a provide oversight of cash transactions during events, including parking, ticketing and concessions.

Minimum Qualifications

- Three years' experience in coordinating events in a large civic center, auditorium, theater or hotel, one year of which must have experience coordinating staff involved in events. College education may be substituted for the required experience with one year (or 30 semester units) of upper division course work in business administration, public administration, sports administration, or a related field being equivalent to 12 months of experience, up to a maximum of two years.
- Event Coordination experience preferred
- A cooperative, professional, positive attitude.
- Ability to work collaboratively with a diverse group of people.
- Effective written and verbal communication skills
- A valid California driver's license.
- Ability to lift 30 lbs.
- Ability to work occasional unusual hours, evenings, and weekends.
- Other duties as required.

Typical Working Conditions

Work is primarily performed in a standard office environment with artificial light and climate control. While performing this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to walk, use hands and fingers to operate standard office equipment, push and pull file drawers, and move bank boxes up to 15 pounds. At times, work activities can involve walking and standing on foot for long periods. Work activities also require the employee to 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.