



Position Title: Competitive Events Coordinator/Manager

Department: Agriculture

Supervisor: Director of Agriculture

Position Type: Full Time

Pay Range: Entry level: \$48,000 - \$52,000/ \$53,000 - \$60,000

POSITION SUMMARY:

This is an evolving position that may take the form of an entry level or mid-level manager position. The Eastern States Exposition is a unique place to work and our goal is to find the right fit for the Exposition and the Agriculture Department. The person who is the right fit has experience with event management and someone who is talented and tactful in communication with a variety of stakeholders.

The Competitive Events Coordinator reports to the Director of Agriculture & Education. Primary duties include management of all Competitive Events entries, supervision and training of volunteers, and collaboration with area organizations represented in New England. The person in this role is a champion for the educational mission of the Eastern States Exposition and savvy as both an event and people manager. The person best suited for this position has a high level of enthusiasm, is comfortable in an environment that ebbs and flows between a fast and slow pace, and desires to be a leader in this growing team. The position requires a high degree of adaptability, organization, independence, and communication with the public, volunteers, and other departments.

POSITION RESPONSIBILITIES:

- Supports all competitive events facilitation, initiatives and programming including but not limited to the New England Center and Creative Arts activities during the annual fair.
- Develops and maintains strong working relationships with a variety of stakeholders and professional groups including, but not limited to volunteers, exhibitors, regional and national associations, and other agricultural fairs.
- Facilitates and implements off-season events including but not limited to the Fiber Festival of New England; Northeast Gold Wine & Cider Competition and The Big E Gold Cheese Competition.
- Facilitates and coordinates, along with the assistance of volunteers and staff, the entry management program, entry book revisions, registration and compliance.
- Coordinates and implements the development, set-up, and delivery of educational programming and exhibits for the annual fair.

- Provides innovation and collaboration with other departments to support events by bringing a competitive event component to attract other stakeholder groups to events.
- Oversees all tasks required for a successful event including budget management and reporting.
- Communicates and works with other departments within Eastern States Exposition to execute the plan for a success in New England Center Building management.

REQUIREMENTS:

- Associates degree and 2+ years event management experience – entry-level
- Bachelors degree and 5+ years event management experience – mid-level
- Strong technology skills, including Windows operating systems, iPad, Microsoft Office and various social media platforms
- Strong staff and volunteer management and training skills
- Superior verbal and written communication skills
- Capacity to handle stressful situations in a positive, professional manner
- Highly organized with attention to detail and critical thinking
- Flexible and creative approach to work and unforeseen changes
- Ability to lift or move objects weighing 25 lbs, climbing of ladders and comfort with heights to assist with staging of Creative Arts entries
- Ability to walk, sit and stand for extended periods of time
- Weekend and extended hours required for event preparation and facilitation including during the Big E
- Ability to walk, sit and stand for extended periods of time
- Some night and weekend work, including extended hours during all days of the annual fair

TO APPLY:

Please fill out our online application form - <https://tinyurl.com/JobsESE>. Include a resume that outlines your qualifications for this role as well as a cover letter detailing your interest in this. Questions regarding the application process can be addressed to employment@TheBigE.com. Application review will begin January 6, 2025. Positions are open until filled.

Eastern States Exposition (ESE) is a not-for-profit corporation committed to excellence in providing year-round opportunities for the development and promotion of agriculture, education, industry and family entertainment while preserving our New England heritage.

ESE is an Equal Employment Opportunity employer and does not discriminate on the basis of sex, race, creed, religion, color, national origin, ancestry, age, physical or mental disability or handicap, pregnancy or pregnancy-related condition, veterans or military status, sexual orientation, gender identity or expression, transgendered status, results of genetic testing, or any membership in any group protected by applicable laws.