



Job Posting

Title: Sign Shop Coordinator

*For more information on this full-time benefited position, please contact Human Resources at (317) 927-7508 or email employment@indianastatefair.com. To apply for this position, please visit <https://www.indianastatefair.com/p/about/employment1> and send the posted application and your resume to the email address above. The salary range for this position is \$42,000 to \$46,500.

Position Summary

The purpose of this position is to assist the marketing department and produce/fulfill signage and print orders for the Indiana State Fairgrounds & Event Center both internally and externally.

Essential Functions and Responsibilities

1. Work with team on campus beautification plans for year-round operation and during the Indiana State Fair.
2. Produce and complete sign and banner orders; prioritize production and installation of signage; maintain permanent and temporary signage on grounds. Lead contact with outside sign contractor for coordination of projects.
3. Produce and complete print orders including cutting, binding, folding, stapling and padding, as needed.
4. Keep inventory of sign and banner storage and maintain appropriate levels of supplies and materials.
5. Support the Marketing Department on projects including assisting with promotional activities, presentations, event production and more.
6. Manage and train summer employees in sign and print production methods.

Skill Requirements

1. **Strong planning skills:** Able to manage multiple projects simultaneously; determine project urgency in a meaningful and practical way; use goals to guide actions; organize and schedule people and tasks.
2. **Highly customer focused:** Able to demonstrate an exemplary level of service delivery; do what is necessary to ensure customer satisfaction; prioritize customer needs.
3. **Quality production:** Able to maintain high standards despite pressing deadlines; do work right the first time while reinforcing excellence as a fundamental priority.
4. **Formidable relationship management:** Able to develop rapport and positive professional relationships with internal departments, outside customers, and suppliers and companies with whom the Commission does business.
5. **Excellent interpersonal communication skills:** Able to relate effectively to a wide range of people, personalities and demographics; is able to "connect" on a professional level with others in a variety of circumstances so that others are comfortable.

Education/Experience

- 2-3 years' experience in marketing or sign production
- Experience in production methods and wide format printing preferred.
- Computer literacy is essential including experience with Adobe Creative Suite (InDesign, Illustrator and Photoshop) and Microsoft Office.
- Experience in project management, planning, scheduling and prioritizing preferred.
- Customer service experience or understanding of the importance to elevate the guest experience with our brand.

Job Complexity

Work requires some judgment in applying well-established procedures and methods.

Supervisory Responsibilities

This position has direct supervisory responsibility over three to four summer intern positions.

Supervision Received

This position receives moderate supervision from the Associate Director of Marketing. Objectives or goals are established in advance, but little in the way of a course of action is generally specified or recommended.

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