



FACILITY RENTAL & EVENT MANAGER

The Washington State Fair Event Center is hiring a Facility Rental & Event Manager to lead the strategy, sales pipeline, calendar governance, and execution of all facility rental events and shows across the Event Center year-round. This role manages a small, high performing team that sells venue space and delivers seamless events end to end—actively prospecting, contracting, building event plans, and coordinating logistics with internal departments and external producers. The position also stewards departmental policies and procedures, oversees budget planning and performance for Facility Rentals, Box Office Operations, and assigned Signature Event departments, and ensures that every event is safe, compliant, guest centric, and financially successful.

About the Washington State Fair Event Center

The Washington State Fair Event Center is a year-round destination for public and private events with approximately two million guests each year and is home to one of the largest fairs in the United States. Beyond our annual five self-produced signature events (State Fair, Spring Fair, The Taste Northwest, Holiday Magic and Oktoberfest Northwest) we host over 125 yearly events—from intimate weddings and corporate meetings to large scale consumer shows, festivals, and tradeshow drawing up to 30,000+ attendees per day.

ESSENTIAL JOB DUTIES

- Lead the venue rental strategy to drive revenue growth and calendar utilization across all rentable spaces through highest and best use of the facility.
- Manage a team of sales and event coordination professionals, event attendants and guest service staff; set goals, coach, and develop talent. Foster a service-oriented, results-driven culture that emphasizes safety, accountability, and continuous improvement.
- Build and maintain a proactive prospecting plan (weddings/social, corporate meetings, trade/consumer shows, sporting events, festivals, film/commercial shoots, community events).
- Oversee RFP responses, site tours, proposals, negotiations, and contracting; ensure accurate pricing, inclusions, and risk terms.
- Serve as senior point of contact for key clients and produced events; ensure concierge-level service and retention.
- Develop, implement, and maintain comprehensive policies and procedures for facility rental and event services; maintain the Facility Information Handbook and related handouts (insurance requirements, safety protocols, site-specific policies).
- Negotiate and approve facility rental contracts and service provider agreements; ensure terms are clear, compliant, and aligned with Fair standards.
- Oversee the master facility scheduling calendar, including setup, event, teardown, and maintenance blocks; optimize venue utilization while protecting operational readiness.
- Prepare/approve proposals and production plans; lead pre-conferences, daily ops huddles, and post-event debriefs.
- Review and approve event layouts for life-safety, ADA, and operational feasibility; coordinate required permits and inspections.
- Coordinate/collaborate with internal and external vendors; negotiate services and ensure vendor and event needs are met.

- Provide on-site leadership for complex or marquee events (including nights/weekends/holidays as needed).
- Conduct post-event reviews; verify service orders and complete close-out documentation and invoicing.
- Ensure events meet contractual, insurance, and permitting requirements (COIs, health/fire codes, special licenses).
- Respond to safety incidents and escalate appropriately; liaise with insurance representatives and attorneys when required.
- Partner with security and safety partners on incident prevention and response; drive adherence to emergency action plans (EAPs).
- Build the annual facility rental revenue plan and expense budget.
- Analyze rental rate cards, and upsell opportunities (equipment, parking, staffing, F&B minimums) to maximize yield.
- Collaborate with Marketing to maintain and update collateral including brochures, site maps, building documentation, and digital venue listings.
- Build relationships with promoters, show producers, planners, and local/regional partners; represent the Fair at industry events and site visits.

IDEAL QUALIFICATIONS

- Bachelor's degree in business administration, event/hospitality management, or related field, or equivalent experience.
- 5–7+ years of progressive experience in facility/event management, rental coordination, or related area; experience in fairgrounds/public venues or multi venue campuses highly desirable.
- 2+ years of people leadership with direct responsibility for sales and/or event coordination staff.
- Demonstrated success delivering events ranging from small weddings to 30,000 attendee shows or festivals.
- Strong sales acumen: prospecting, pipeline management, negotiation, and closing.
- Expert event planning and production skills (diagrams, timelines, vendor management, crowd flow, parking/traffic).
- Operational savvy in safety, risk, life safety codes, ADA, insurance/COIs, and emergency planning; confident in contract and vendor management.
- Financial literacy: pricing, budgeting, forecasting, and P&L accountability.
- Skilled communicator and relationship builder; calm, solutions oriented under pressure.
- Proficiency with venue management/CRM platforms, CAD/diagramming tools, and standard office software.

COMPENSATION & BENEFITS

The pay range for this position is \$95,000 to \$125,00 based on an assessment of the knowledge, skills, and experience of the candidate offered. Employees are offered healthcare coverage options which include medical, dental, vision, long long-term disability insurance and can enroll in the Fair's 403(b) plan. Employees accrue ten vacation days and eight sick leave days a year, which can be used once accrued. Additionally, employees enjoy fourteen paid holidays throughout the calendar year.

HOW TO APPLY: Please email your cover letter and resume to maddies@thefair.com by October 7, 2025.