

Job Posting: Boulder County Fair – Fair Coordinator

Job Overview

Location: Longmont, CO

Post Date: 4/10/21

Application deadline: Open until position is filled

Employment Type: Short-Term Contract (June – Sept.)

Pay Range: \$1,200 - \$2,500 /mo depending on schedule

Reporting relationships: Reports directly to the Boulder County Fair Board

Summary/Objective

The Fair Coordinator is responsible for managing the day to day operations of the fair office. Includes email and phone communication, operations and logistics of tasks before and during fair, working closely with the Fair Board to plan for and execute the 2021 fair, and interacting with Exhibitors, Volunteers and Fair Attendees to ensure a successful 2021 fair.

RESPONSIBILITIES INCLUDE (but not limited to):

LEADERSHIP:

- Act as the liaison for the organization, board, officers, members, donors and sponsors
- In conjunction with the President, oversee all committee activities
- Collaborate with the Fair Board members on programs and activities that directly impact the organizations livelihood-Implementation of all policies, procedures and rules pertaining to all fair associated activities and events
- Promote active and broad participation by volunteers in all areas of the organizations work

PLANNING:

- Works with Fair Board to ensure fair schedule can be supported
- Work with all parties including vendors, rental companies, etc. to plan layout and setup of fair
- Develop and effectively manage timelines to ensure timely completion of activities and deliverables

FINANCIAL:

- Be familiar with operating budget approved by the board and ensure all budgetary allocations are adhered to
- Work with bookkeeper with collection of all funds received from committee activities, entries, fundraisers, donations, etc.
- Review all invoices for appropriate documentation and approval prior to payment.
- Distribute signed checks as required.
- Answer vendor inquiries as needed.

- Makes adjustments to accounts as needed and consult with Fair Board and/or accountant for feedback and guidance.
- Perform filing and copying.

PROFICIENCIES:

- Adaptability: Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
Creativity/Innovation: Develop unique ways to improve operations of the organization and to create new opportunities
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems and make decisions that enhance organizational effectiveness.
- Leadership: Positively influence others to achieve results that are in the best interest of the organization
- Decision Maker: Assess situations to determine the importance, urgency, risks and make clear decisions which are timely and in the best interest of the organization.
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, track details, data, information and activities.
- Plan: Determine strategies to move the organization forward, set goals, create and implement action plans and evaluate the process and results.
- Problem Solver: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions and make recommendations and/or resolve the problem.
- Resiliency: Must work well under pressure, prioritize demands and remain professional in all circumstances and situations
- Technically Proficient: Familiar with MS Office, Outlook, social media, will be responsible for updating web page, operating livestream during fair
- Think Strategically: Assess options and actions based on trends and conditions in the environment, and the vision and values of the organization.

QUALIFICATIONS:

High school diploma or GED

An Associate's Degree and/or Bachelor's Degree

Customer Service or Event Coordinator experience

EEO Statement

The Boulder County Fair believes in equal employment opportunity for all employees and applicants for employment. Our company's success depends on the effective utilization of qualified individuals regardless of their race, creed, color, religion, sexual

orientation, age, ancestry, national origin, disability, military or veteran status or any other characteristic protected by law.

Please send cover letter and resume to info@bouldercountyfair.org