



Coordinator – Agriculture and Competitive Events

Responsibilities Include:

Agricultural Events & Competitions:

- Assist in all aspects of the Agricultural Events & Competitions Division under the direction of the Manager – AE&C Division
- Coordinate all aspects of the Calf Scramble Program
- Maintain contact, contracts and relationships with Agricultural Events
- Assist with event setup, billing, promotion, and operation
- Assist in managing Heart O' Texas Livestock Show
- Assist in managing assigned special and internal events – including CDE contest, Elite Barrel Racing, One HOT Reining, and Back to School Bash Jackpot Show
- Coordinate assigned committees
- Coordinate social media and print media content creation for Agricultural Events
- Assist with managing agricultural event contracts, event setup, and billing
- Support the relationship between the facility and the general public by providing necessary information to the Marketing Department

Customer Service/Office:

- Answer all telephone calls in a professional manner
- Present professional appearance to visitors
- Be customer service oriented in a positive manner
- Be knowledgeable of Extraco Events Center, Heart O' Texas Fair & Rodeo and supply information for incoming callers and visitors
- Accurate message taking and distribution
- Keep office neat and clean daily

Other Duties:

- Other duties as assigned

Qualifications:

To successfully complete this job, the following skills are necessary:

- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with other employees and the general public and work tactfully and courteously with the public and with other employees.
- Knowledge of accounting principles and practices
- Knowledge of social media, including but not limited to, Facebook, Twitter, Four Square, etc.
- Ability to create and manage social media content for Agricultural Events
- Proficient in Adobe Creative Cloud programs including but not limited to Illustrator, InDesign, and Photoshop
- Excellent work history and attendance record
- Ability to work independently
- Ability to handle multiple phone lines
- Multi-tasking ability

- Excellent communication skills
- Computer skills adaptable to sending and receiving emails, website ordering, etc.
- Capacity to organize various information and be accountable
- Ability to handle high stress environment
- Willingness to work outside traditional business hours, including nights and weekends
- Non-smoker preferred

Reports to:

- Senior Division Manager Ag & Competitive Events

Education and/or experience:

- Bachelor's degree in business, accounting, management, agri-business, agricultural development or related fields

Compensation:

- Salary range based on education and/or experience
- Medical and Dental Benefits
- Retirement Plan
- Employee Compensation Plan

The Extraco Events Center is an equal opportunity employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Submit resume and cover letter via email to Emily@HOTFair.com