



INDIANA STATE  
**FAIRGROUNDS**  
& EVENT CENTER

## Job Posting

### Title: Event Coordinator (part-time)

\*For more information on this part-time position, please contact Human Resources at [employment@indianastatefair.com](mailto: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. Thank you for your interest.

### Position Summary

The Event Coordinator is responsible for assisting the Director of Sales & Events in overseeing all aspects of assigned events taking place at the Indiana State Fairgrounds & Event Center including coordinating and supervising all event-related activities. Duties include clear communication between facility users and staff members, collection and distribution of event information, customer service representation to guests, billing preparation/support, labor management and logistics of all activities relating to events – all while maintaining a safe and enjoyable environment for guests.

### Essential Functions and Responsibilities

1. Serve as liaison between clients and Fairgrounds staff during all phases of planning the event, during the event and closing the event; communicate all event information to appropriate departments and staff.
2. In conjunction with other departments, ensure all event requirements have been implemented; works with staff and contractors to resolve any outstanding issues.
3. Assist event staff with and resolve patron issues.
4. Proactively monitor patrons and event staff for the safety of the event.
5. Monitor key areas during ingress and egress at various times during event.
6. Assist the Director of Events in event preparations prior to, during and after events.
7. Assist in event scheduling, prospecting and relationship building with clients.

### Skill Requirements

1. **Strong customer focus:** Able to demonstrate a high level of service delivery; does what is necessary to ensure customer satisfaction; deals with service failures and prioritizes customer needs.
2. **Understanding of policies and procedures:** Able to act in accordance with established guidelines; communicates and enforces organizational policies and procedures; recognizes and constructively conforms to unwritten rules or practices.
3. **Excellent interpersonal relations:** Able to relate effectively to a wide range of people, personalities and demographics; is able to “connect” with others in a variety of circumstances so that people are able to feel a level of comfort and ease around that person.

4. **Organized and accurate:** Able to perform work and job function with precision and accuracy; realizes errors can have significant impact on desired results and is able to avoid errors in almost all circumstances.

#### **Educational/Experience Requirements**

High School Diploma or equivalent. Demonstrated knowledge and experience in Event Services and customer service.

#### **Job Complexity**

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

#### **Supervisory Responsibilities**

This position shall oversee housekeeping and security during events only.

#### **Supervision Received**

This position will receive routine supervision from the Director of Sales and Events. Work is performed under general guidelines, procedures and rules. Supervisor will occasionally review work to ensure completion.

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<https://www.indianastatefair.com/p/about/employment1>, and send the posted application and your resume to the email address above. Thank you for your interest.