



SEASONAL ADMINISTRATIVE ASSISTANT

GENERAL STATEMENT OF DUTIES

The Administrative Assistant provides essential administrative and operational support to the General Manager and other departments as needed. This role ensures smooth front office operations, assists with competitive exhibits administration and data entry, and supports fair-time programming while delivering exceptional customer service. This position plays an important role in ensuring accurate exhibit records, smooth judging operations, and positive exhibitor and guest experiences during the annual Fair.

This is an entry-level administrative position that serves as a primary point of contact for the public and is critical to the success of summer operations.

DISTINGUISHING FEATURES

- Seasonal position (June through September); may be filled as one full-time seasonal employee or two part-time seasonal employees.
- Reports directly to the General Manager.
- Position may be suitable for high school students with strong customer service, communication, and organizational skills.
- Required to work extended hours during the Fair and other major events.

EXAMPLES OF DUTIES

The following are illustrative of the essential functions of the job. Management reserves the right to modify or change duties or essential functions as needed.

Front Office & Administrative Support (50%)

- Serve as the primary front desk contact for guests, exhibitors, vendors, and the public.
- Answer phones, transfer calls, take accurate messages, and assist callers in a professional and friendly manner.
- Process mail and incoming payments.
- Run the box office for ticket sales.
- Assist in managing the facility and fair website as needed.
- Assist with administrative support for departments as needed.
- Help with community events and outreach activities as assigned.
- Maintain organized records and assist with general office support.
- Learn and utilize office and fair-related software systems, including Showworks and Microsoft Office programs.
- Multitask effectively in a fast-paced environment while maintaining accuracy and professionalism.
- Assist guests and exhibitors with problem-solving and directing questions to the appropriate department when needed.

Fair Competitive Exhibits & Fair Time Support (50%)

- Provide data entry support for competitive exhibits programs, ensuring accuracy and timely processing of entries and results.
- Handle the selection, inventory, and ordering of awards and ribbons.
- Assist with the premium payout process and accurate record-keeping of exhibit entries and judging

results.

- Support exhibit check-in/check-out procedures and assist in ensuring judging processes run smoothly during the Fair.
- Provide exhibitor and volunteer support throughout fair operations.
- Support customer service operations during the Fair, assisting exhibitors and guests with questions and information.
- Assist with box office operations and admissions support during major Fair events as assigned.
- Help ensure competitive exhibit and judging areas operate efficiently and professionally during the Fair.
- Assemble exhibitor, sponsor, and partner packets.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- **Administrative Skills:** Strong organizational and record-keeping skills with attention to detail and accuracy.
- **Customer Service:** Demonstrated ability to provide exceptional customer service in a fast-paced environment.
- **Communication Skills:** Excellent interpersonal and written communication abilities for engaging with exhibitors, volunteers, staff, and the public.
- **Multitasking & Problem Solving:** Ability to manage multiple responsibilities simultaneously while remaining professional and solution-oriented.
- **Technical Proficiency:** Comfortable learning and utilizing new software systems, including Showworks, Microsoft Word, Excel, email, and standard office technology.
- **Data Entry & Records Management:** Ability to manage online entry systems, records, and judging information efficiently.
- **Event Coordination:** Basic understanding of event logistics and fair operations.

EDUCATION AND EXPERIENCE

- High school diploma or GED preferred; current high school students with strong administrative and customer service skills are encouraged to apply.
- Experience in administrative support, customer service, or event coordination is preferred but not required.

WORK ENVIRONMENT

- Primarily office-based, with on-site responsibilities during events and the Fair.
- Exposure to dynamic environments and high-energy settings during peak times.

PHYSICAL DEMANDS

- Ability to move throughout the facility and event grounds as needed.
- Must be able to lift or move items up to 30 pounds for event setups.
- Periodic standing, walking, and kneeling during event preparation and execution.

COMPENSATION

Hourly wage commensurate with experience.

APPLICATION PROCESS

Interested applicants should submit a resume to alexcia@northidahostatefair.com. A brief introduction about yourself, your experience, and why you are interested in the position is encouraged.

Position open until filled.