



## Event Services Coordinator

### GENERAL STATEMENT OF DUTIES

- Performs a variety of tasks relating to the setup and tear down of the annual Fair, onsite coordination of interim events, general custodial and other duties as assigned.

### DISTINGUISHING FEATURES

- Full-time, non-exempt position. May be required to work long or extended hours at certain times, primarily during the Fair and large events.
- This position is required to work 7 AM to 3:30 PM, and weekends as scheduled.
- Works in coordination with the Office and Sales Manager and the Facility Manager.
- The successful candidate will oversee two seasonal full time employees (May through September).

### EXAMPLES OF DUTIES

*The following are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Management reserves the right to modify or change the duties or essential functions of the job at any time.*

#### **Event Coordination & Support (40%)**

- Serves as onsite coordinator for our interim event rentals to include setup/teardown of chairs, tables, sound systems, drapery, and other equipment as necessary.
- Oversee parking for events, ensuring a successful load-in and load-out for vendors and guests.
- Attend pre-event meetings with clients to discuss layout, answer questions and get a full understanding of their needs.
- Provide post-event report to the Office & Sales Manager for billing.

#### **Custodial (30%)**

- Keep all restrooms, eating areas and event buildings clean, safe, and fully stocked with custodial supplies.
- Operate necessary equipment such as scrubbers, blowers, golf carts, etc.

#### **Other (30%)**

- Assist with keeping an accurate inventory of all event equipment and reporting repairs to facility staff.
- Coordinate food service activities for in-house functions when needed.
- Supervise sheriff labor program and/or service workers.
- Assist with other duties as needed.

### KNOWLEDGE & EXPERIENCE

- Excellent communication skills and ability to maintain effective working relationships.
- General knowledge of how to safely operate and maintain custodial equipment.
- Experience with parking and managing events preferred.
- Maintain appropriate supplies in restrooms, for evenings/weekend events (toilet paper, hand towels, hand soap, tissues, and trash bags)
- Cleans and sanitizes restrooms (toilets, sinks, mirrors, privacy dividers, walls, and floors).
- Move heavy furniture, equipment, or supplies, either manually or by using a hand truck.
- Removes snow from sidewalks and building entrances, depending upon extent of snow fall, weather conditions and temperatures.
- Assist as needed for event preparation including moving bleachers, porta potties, pens, and panels.
- Ability to handle multiple tasks and day-to-day operations calmly, efficiently and in a positive, cooperative manner.
- Working knowledge of Microsoft Office XP programs, including Word, Excel, and Outlook.
- High school diploma or GED equivalent.



### **NECESSARY SPECIAL REQUIREMENTS**

- Must be 18 years of age or older.
- Must possess a valid driver's license.
- This position requires acceptable background and motor vehicle check. Must also be able to pass pre-employment physical and drug screen tests.

### **WORK ENVIRONMENT**

- May work in an environment consisting of dirt and dust, loud noise, extreme temperature variations, crowds, livestock, and other animals.
- Daily contact with the general public, often involving challenging situations and environments. Must be able to perform in a calm demeanor in these situations at all times.
- Work is usually performed at the Kootenai County Fairgrounds. Frequent exposure to weather elements and conditions, including but not limited to rain, snow, hot and cold weather, dust, and wind. Must prepare accordingly and take special precautions to be able to complete job assignments and meet deadlines.

### **PHYSICAL DEMANDS**

*The following are some of the physical demands commonly associated with this position.*

- Must be able to move 100% of the time throughout the facility by walking or other means.
- Occasionally lifts, carries, pulls, or pushes up to 50 pounds.
- Occasionally runs, stoops, kneels, balances, reaches, crawls and crouches while performing work duties.
- Verbal and auditory capacity enabling interpersonal communication.
- Constant use of eye, hand, and finger coordination enabling the use of machinery, equipment, and tools.

### **COMPENSATION**

- Competitive benefits package including PERSI, health insurance, dental, vision, holidays, sick and vacation leave.
- Compensation depends on experience.

### **HOW TO APPLY**

Cover letter, resumes and letters of interest should be submitted to the following address:

North Idaho State Fair

Attn: Shanda Masterson, Assistant General Manager

4056 N Government Way

Coeur d'Alene, ID 83815



## APPLICANT INFORMATION

Job Applying For: <b>EVENT SERVICES CORDINATOR</b>		Date
Name		
Last	First	Middle
Residence Address	Mailing Address (If different)	City, State, Zip
Home Telephone	Work/Cell Telephone	E-Mail Address
Are you over the age of 18? <input type="checkbox"/> YES <input type="checkbox"/> NO	Are you legally eligible for employment in the United States (Immigration Reform and Control Act of 1986)? <input type="checkbox"/> YES <input type="checkbox"/> NO	
As an adult, have you been convicted of an offense other than a minor traffic violation? (A "Yes" answer does not automatically disqualify you. Convictions are evaluated for each position and are not necessarily disqualifying.) <input type="checkbox"/> YES <input type="checkbox"/> NO		
Do You Have A Current Driver's License? <input type="checkbox"/> YES <input type="checkbox"/> No		

## EDUCATION/TRAINING

Do you have the equivalent of a 12 <sup>th</sup> grade education? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Name & location of post high school Education	Course of study	Graduated?	Degree (Major / Minor)
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	

List each position separately, even if held with the same employer. Include all unpaid and volunteer work. List your work history in chronological order, with current or most recent job first. Describe each position separately, emphasizing your professional, supervisory and committee duties. Give special attention to experience relating to the position for which you are applying. Attach additional sheets if necessary.

## EMPLOYMENT HISTORY

Employer	Employment Dates (Mon/Year) From _____ To _____
Address	Hours Worked per Week (Average)
Applicant's Job Title	Present/Last Annual Salary
Name, Title & Phone # of Immediate Supervisor	Reason for Leaving
Employer	Employment Dates (Mon/Year) From _____ To _____
Address	Hours Worked per Week (Average)
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Name, Title & Phone # of Immediate Supervisor	Reason for Leaving



**EMPLOYMENT HISTORY (continued)**

Employer	Employment Dates (Mon/Year) From _____ To _____
Address	Hours Worked per Week (Average)
Applicant's Job Title	Present/Last Annual Salary
Name, Title & Phone # of Immediate Supervisor	Reason for Leaving
Employer	Employment Dates (Mon/Year) From _____ To _____
Address	Hours Worked per Week (Average)
Applicant's Job Title	Present/Last Annual Salary
Name, Title & Phone # of Immediate Supervisor	Reason for Leaving

**SPECIALIZED SKILLS**

*Briefly discuss your experiences with the following areas*

COMPUTER SKILLS *(Please be specific to software type and comfort level)*

CUSTOMER SERVICE

ORGANIZATIONAL SKILLS

PROBLEM SOLVING SKILLS

TIME MANAGEMENT

EQUIPMENT OPERATING SKILLS

CASHIER SKILLS



## SUPPLEMENTAL ESSAY QUESTIONS

In order to get a better sense of your writing skills and additional insights into your leadership and management style, please answer the following questions. Limit your responses to no more than a single page per questions and please return with your Application Packet.

1. *Please tell us why you are interested in this position and why it is a good time in your career to come to the Kootenai County Fairgrounds and North Idaho State Fair & Gem State Stampede Rodeo.*
2. *Describe what it is like to work with you and how others would describe your work ethic.*

PROFESSIONAL REFERENCES			
NAME	ADDRESS	TELEPHONE #	OCCUPATION/TITLE

By signing below, I authorize the North Idaho Fair Board to investigate my references; to communicate with my employers; to make an independent investigation of my character, conduct and employee history and to keep and preserve records of such investigations as it sees fit.

I affirm that I release from liability any employer, person or employee supplying honest and accurate reference information regarding me and my previous employment.

I also release the North Idaho Fair Board from all liability which may result from investigation information in the application materials.

I affirm that all information on this application is true to the best of my knowledge.

I understand that falsification or misrepresentation of information on this application or other documents in connection with my employment with the North Idaho Fair Board may result in disqualification from employment consideration and/or termination of employment regardless of when it is discovered.

If employed, I agree to read and comply with the North Idaho Fair Board’s policies and procedures.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Applications will be accepted until the position is filled.

For more information email or phone, the Fair Office at 208-765-4969 or email [shanda@northidahostatefair.com](mailto:shanda@northidahostatefair.com)  
Thank you for your response.

When you have completed this form, please send it to: North Idaho State Fair  
4056 N Government Way  
Coeur d’Alene, ID 83815