

Latah County Fair and Events Center

1021 Harold St, Moscow, Idaho 83843

(208) 883-5722

fair@latah.id.us

www.latahcountyfair.com

JOB ANNOUNCEMENT

Position: Production Specialist

Hours: Flexible three-quarter time

Office: Latah County Fair and Events Center

Pay Range: \$16.80/hr to \$18.27/hr plus benefits/retirement, DOE

Brief Description:

This is a three-quarter time position at the Latah County Fairgrounds and Events Center. The Production Specialist is the primary contact for commercial and concession vendor coordination for the annual Fair; and assists the office with clerical needs, event reservations and planning, office customer service duties; and building/event preparation support.

This position will have some flexibility in scheduled hours to assist with large scale events, outside of the annual Fair season. Annual work schedule is anticipated to be regularly 20 hours per week, except for 40 hours per week for part of January/February, and then again mid-August to mid-October.

Required Qualifications:

- High school degree or equivalent plus one year additional experience in related position.
- Computer competencies to perform office functions efficiently and accurately using Word, Excel, Access, Publisher, Explorer, Outlook, and Social Media channels.
- Excellent written and verbal communication skills.
- Ability to prioritize multiple tasks and problem solve.
- Must show attention to detail.
- Able to work with little supervision and be a self-starter.
- Valid driver's license.

How to Apply:

Applications are available online at www.latahcountyfair.com/p/about/employment

Completed application, cover letter, and a resume should be returned to the Latah County Fairgrounds & Events Center Office at 1021 Harold St, Moscow, ID. Electronic submission is acceptable.

Position Open Until Filled. Review of applications will start on January 13, 2022

LATAH COUNTY JOB DESCRIPTION

Job Title: Production Specialist

Date Last Revised: December 16, 2021

Department: Fairgrounds

Reports to: Fair Director

Job Summary

Provides clerical, event planning, and reception support for the Latah County Fair and Events Center. Aids the Director in all duties related to the Fair and Events Center.

Duties and Responsibilities

Essential

- Greets patrons coming into office or calling by telephone, responds to routine questions by providing accurate information, and relays accurate messages or forwards to Director.
- Ability to convey and receive detailed information through oral and written communications.
- Maintains the office filing systems (in-office and computer) to ensure all files are updated.
- Collects and inputs data (contracts, applications, forms) on computer.
- Creates database, spreadsheets and maintains accurate mailing lists for mass communications as needed.
- Assists Director in planning and implementing Latah County Fair.
- Assists with Events Center scheduling, event preparation, and event production
- Provides technical information and training to volunteers.
- Maintains confidentiality.
- Operates office equipment including computer, photocopy and fax machines, calculator and a variety of other equipment.
- Designs flyers, brochures, signs, and notices using desktop publishing.
- Networks with business and agencies for fund-raising and sponsorships of Fair Awards.
- Willing to work extended hours before and during Fair.
- Willing to work some nights/weekends as an on-call for large events.

Additional

- Collects fees and awards from the public and writes receipts.
- Housekeeping duties to include but not limited to restrooms, floors, kitchen, sidewalks and parking lot.
- Assist with grant applications and grant reports
- Perform other duties as needed or assigned.

Qualifications

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Typical Physical Requirements

- Sitting with intermittent moving in an office environment, lifting of office supplies, talking and hearing (in person and on telephone).
- Manual dexterity to perform office functions (e.g., typing, filing, collating, operating office machines).
- Lifting (occasionally up to 50 pounds), climbing, stooping, kneeling, grasping, reaching and walking.