



11228 MCCOURTNEY ROAD
GRASS VALLEY, CALIFORNIA 95949
(530) 273-6217 • NEVADACOUNTYFAIR.COM

Seasonal/Part-Time Competitive Exhibits

The Nevada County Fairgrounds seeks a dedicated and detail-oriented person to assist with the competitive exhibit entries process. This offers hands-on experience in customer service, event management, communications, and business administration. Positions cover both livestock and non-livestock entries.

Key Responsibilities:

- Process and receipt exhibitor entry forms.
- Organize and maintain exhibitor and entry records.
- Assist with exhibitor communications, including mailings and information requests.
- Prepare show judging sheets and related materials for the Fair.
- Post and proof competition results and premium payouts.
- Provide support to superintendents and fulfill requests as needed.
- Address exhibitor inquiries with professionalism and efficiency.
- Collaborate with Fairgrounds staff to ensure smooth event operations.

Qualifications:

- Strong verbal and written communication skills.
- Proficiency in Microsoft Office and general computer operations.
- Ability to multitask and meet deadlines in a fast-paced environment.
- Strong problem-solving skills and attention to detail.
- Professionalism, integrity, and ethical conduct.
- Excellent customer service skills with the ability to remain courteous under pressure.
- Self-motivated with the ability to work independently and as part of a team.

Work Schedule:

- Seasonal/Part-time position with variable hours
- Weekend work may be required during our events

This is an excellent opportunity for individuals interested in gaining hands-on experience in event coordination and administration within a dynamic Fairgrounds setting.



CALIFORNIA'S MOST BEAUTIFUL FAIRGROUNDS