

## JEROME COUNTY FAIR – EVENTS COORDINATOR JOB DESCRIPTION

**Events Coordinator** (Full-time) \$38,000 - \$41,000

**Reports to:** Fair Manager

### **Job Summary**

The Jerome County Fair & Rodeo is seeking an **Events Coordinator** to join our team, providing oversight in the areas of interim fairgrounds events and activities, fair-time retail shopping vendors, and fair-time food concessionaires. This staff member will also assist the Fair Manager as the customer service representative for Fair Office, greeting visitors to the Fair Office and answering phones, while also providing administrative support to Fair finance and operations.

This is a full-time exempt, benefits eligible position on our team that is available immediately to the right candidate.

### **Essential Functions**

- Oversight of all interim events and scheduling.
- Procurement of interim events insurance, permits, payments, etc.
- Develop and implement overall fairgrounds layout and strategy to improve patron experience
- Oversight of fairgrounds activations such as sponsorship activations, and outdoor exhibits.
- Coordination of all shopping vendors, including indoor and outdoor spaces. Includes recruitment/retention of vendors and contract execution.
- Oversight and placement of all food vendors and concessions on-site during the annual Fair & Rodeo.
- Procurement of vendor insurance, health permits, payments, etc.
- Oversight of vendor currency collection and revenue share during Fair & Rodeo.
- Independently handle sensitive communication/information flow.
- Coordinate other select committees and task forces as assigned.
- Successfully foster and cultivate excellent working relationships with internal and external constituents of the organization; effectively collaborate with other internal departments, executive and volunteer leadership, event officials, community partners, sponsors, members and other stakeholders.
- Represent the organization at official functions and events and in other types of negotiations, networking events, or public relations activities.
- During peak activity times, work extra daily hours and periods with no days off; Must be available August 1-20.
- Coordinate ribbons, trophies, plaques, and special awards for competitive departments.
- Support the mission and values of Jerome County Fair & Rodeo at all times.
- Assist with other tasks as assigned by the Manager.

## **Qualifications**

- Two years post high school education or two years related office experience
- Results-driven with ability to positively influence and effectively interact and communicate (verbally and in writing) with cross-functional teams and internal and external customers
- Creative problem-solver with strong organizational skills and capacity to work both strategically and hands-on in high pressure and fast-moving environments
- Communicate with a high degree of professionalism, accuracy, and confidentiality
- Ability to self-start, work both independently and in a team setting.
- Proficiency (or strong aptitude for immediate proficiency) in a variety of industry business tools such as Microsoft Office Suite.
- Knowledge and appreciation of the Fair.

## **Perks & Benefits**

- Comprehensive Medical plan
- Retirement Plan
- Competitive Vacation
- Off-season flexible hours

The above is intended to generally describe this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

*Jerome County Fair & Rodeo is an equal opportunity employer, and we value diversity, equity and inclusion. All aspects of employment will be based on merit, competence, performance, and business needs.*

To Apply

Please send cover letter and resume to:

Andrea Wiesenmeyer, Manager  
andrea@jeromecountyfair.com

Jerome County Fair & Rodeo  
PO Box 441  
Jerome, ID 83338