



POSITION TITLE: Creative Arts Assistant Manager

DEPARTMENT: Agriculture & Education

SUPERVISOR: Creative Arts/New England Center Program Manager

POSITION TYPE: Casual

POSITION SUMMARY:

The Creative Arts team is seeking an Assistant Manager. The Assistant Manager is a very valuable part of our team and will perform a variety of duties from data management, data entry, working with exhibitors, supervising fair time staff and volunteers, creating social media posts and general promotion of the Creative Arts. The position requires a high degree of organization, independence, and communication with the public, volunteers, and other departments. This is a casual position July-October, with the possibility of further employment in 2022 for the right candidate. Hours vary and are driven by preparation and production of the fair, and in general are 25+ hours per week in July, 40+ hours per week August & September, and 10+ hours per week in October.

POSITION RESPONSIBILITIES:

- Work with and assist with training and oversight of volunteers and fair time staff.
- Promotion of the Big E throughout the region, including meeting with interested groups such as craft guilds.
- Maintain and organize department files, entry data, etc.
- Compose and type forms, correspondence, and any other documents, including data entry into a database.
- Proofread typed material for accuracy and completeness.
- Utilize Microsoft Office (Word, Excel and Access), ShoWorks, Adobe InDesign, Photoshop, Sling Scheduling, website design and various social media platforms to complete tasks.

REQUIREMENTS:

- Basic knowledge of computer software, including Microsoft Office (Word, Excel and Access); internet research, etc.
- Ability to learn and proficiently utilize specific software for department use, including Adobe InDesign, Photoshop, ShoWorks, Sling Scheduling, website designing, and various social media platforms, etc.
- Knowledge and experience with Creative Arts is preferred.
- Ability to handle multiple priorities, be detail oriented, show initiative and work independently as required.
- Ability to work under pressure, meet deadlines and handle stressful situations in a positive, professional manner.

- Experience working in a team setting with individuals of all levels, including volunteers.
- Strong organizational and time management skills.
- Flexible and creative approach to work with unforeseen changes.
- Excellent verbal and written communication skills.
- Ability to lift or move objects weighing 25 lbs.
- Ability to walk, sit and stand for extended periods of time.
- High school degree or equivalent, college degree preferred.
- License and vehicle ownership required.
- Must be able to work the necessary hours, which vary each month, including evening and weekend hours.

TO APPLY:

Please fill out our online application form - <https://tinyurl.com/JobESE> - and include your resume and a cover letter. Only completed applications that include a resume and cover letter will be considered. Questions regarding the application process can be addressed to employment@TheBigE.com. Positions are open until filled.

Eastern States Exposition (ESE) is a not-for-profit corporation committed to excellence in providing year-round opportunities for the development and promotion of agriculture, education, industry and family entertainment while preserving our New England heritage.

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Please note: during fair time operations, including pre- and post- fair operations certain positions may be exempt from overtime based on an overtime exemption through the Commonwealth of Massachusetts.