



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 the right individual to become a valuable member of our team as an Assistant Manager. The Assistant Manager will perform a variety of duties including event planning, data management, and working with exhibitors, supervising fair time staff and volunteers, and creating social media posts. The position requires a high degree of adaptability, 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 2023 for the right candidate. Hours vary and are driven by preparation and production of the fair, and in general are 30+ hours per week in July, 40+ hours August & September, and 20+ hours in October.

POSITION RESPONSIBILITIES:

- Work with and assist with training and oversight of volunteers and fair time staff.
- Management of fair entries including all data with industry specialized software.
- Booking and coordinating with performance groups for stage entertainment
- Utilize Microsoft Office (Word, Excel and Access), ShoWorks, Adobe InDesign, Photoshop, Canva, SlingScheduling, Constant Contact, website design and various social media platforms to complete tasks.
- Interacting with fairgoers and answering questions regarding judging, exhibits, how to enter, and other fair-related questions.

REQUIREMENTS:

- More than two years of related experience planning events and/or business administration. College degree preferred
- Knowledge and experience with Fiber Arts and other crafts is preferred.
- Proficient in Microsoft Word, Excel, Adobe's Photoshop
- Knowledge of web and social media technologies
- Ability to learn and proficiently utilize specific software for department use, including Adobe InDesign, ShoWorks, Sling Scheduling, etc.
- Demonstrated strong organizational, planning, time-management, customer service, interpersonal, and verbal and written communication skills.
- Organized and able 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.
- Ability to lift or move objects weighing 25 lbs.
- Ability to walk, sit and stand for extended periods of time.
- License and vehicle ownership required.
- Work schedule flexibility to support the needs of the event. Must be able to work the necessary hours, which vary each month, including evening and weekend hours in September and October.

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.

ESE is an Equal Employment Opportunity employer and does not discriminate on the basis of sex, race, creed, religion, color, national origin, ancestry, age, physical or mental disability or handicap, pregnancy or pregnancy-related condition, veterans or military status, sexual orientation, gender identity or expression, transgendered status, results of genetic testing, or any membership in any group protected by applicable laws.

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.