

**The Fairgrounds (Erie County Agricultural Society)**  
**Event Center Staff Position**  
Part-time/Full-time, Non-Exempt

**Job Overview**

- Work directly with the Event Center Manager.
- Encourage and work cooperatively, and communicate effectively with volunteers, staff, promoters, and outside service groups.

**Essential Functions**

- Assist with the on-site management of facilities for use of events.
- Maintain and monitor buildings and event facilities for safety, cleanliness and accommodation of event needs.
- Manage event move-in and operations, and ability to adapt and react to “last minute” requests of show organizers.
- Set up and break down incoming/outgoing events in multiple different buildings to include tables, chairs, pipe and drape, staging etc.
- Clean buildings between events, maintain cleanliness during events and building clean up at conclusion of event.

**Abilities**

- Ability to work easily and effectively with a wide range of people
- Ability to work both independently and in collaborative environments
- Strong organizational skills
- Ability to learn quickly and be self-motivated
- Flexible and adaptable to change
- Ability to work long hours, evening and weekends is a must
- Ability to push/lift 50 lbs.
- Training will be provided on cleaning techniques and machines utilized.

**Requirements**

- We are a very busy venue that rents space for multiple events such as craft shows, train shows, weddings, etc. individual must be dependable

To apply send resume to: [jobposting@ecfair.org](mailto:jobposting@ecfair.org)

All applicants are thanked in advance and advised that only those selected for interviews will be contacted.