

Entertainment Coordinator (seasonal)

Utah's largest event is seeking a friendly, highly motivated self-starter to join our team for the 2025 Utah State Fair to assist with all areas entertainment.

Dates of Employment – April 1, 2025 – September 19, 2025

Status - Part Time seasonal

Hours – March through July - 15 hrs/wk (days are flexible)

August & September 1st; 20 hrs/wk (days are flexible)

During the Fair (September 4-14) applicant **MUST** be available to work 40+ hours, including nights and weekends.

Pay Rate - \$18 per hour

Reports to – Deputy Executive Director

Duties include but not limited to:

- **Local Entertainment:**
 - Work with the Fair team to select local musicians/entertainers for community stages and other areas to ensure a diverse entertainment lineup.
 - Create and secure contracts with approved acts, staying within budget guidelines.
 - Oversee performance areas during event, ensuring performers arrive on time and are able to safely arrive and depart.
 - Act as the primary point of contact for local performers during the event.
 - Communicate frequently with sound company and sound techs at stages.
 - Assist Deputy Director in overseeing the Specialty Acts and grounds attractions.
- **Event Scheduling:**
 - Develop and manage entertainment schedules across multiple stages and venues.
 - Ensure performances are appropriately timed to maximize audience engagement.
- **Problem-Solving and Conflict Resolution:**
 - Handle last-minute changes, such as cancellations or technical issues.
 - Mediate and resolve any issues between performers, staff, or attendees.
- **Post-Event Reporting:**
 - Evaluate the success of entertainment offerings.
 - Gather feedback from performers, sound techs, staff, and attendees to improve future events.
- **Other duties as assigned.**

Qualifications

- Minimum one year event experience including planning, organizing, managing event schedules, and booking talent preferred.
- Solid written and verbal communication skills
- ability to handle multiple tasks with little supervision and perform in a very fast paced, high stress environment.
- Must be a self-starter, reliable, energetic and outgoing.
- Possess excellent problem-solving skills, be detail oriented and organized.
- Able to work long hours, nights and weekends during the Fair.
- Proficiency with Microsoft Word, and Excel.
- Current driver's license and reliable vehicle required.

Physical Requirements

- Must have high stamina, be able to lift 30 lbs., standing and walking for long hours. Sitting, climbing, stooping, kneeling, crouching, reaching, pushing, pulling.
- Ability to work in temperatures exceeding 95 degrees.
- Ability to work in an environment where animals, animal matter and dust are present is a must.

To apply submit a cover letter and current resume with qualifications to holti@utahstatefair.com