

Event Lead (Seasonal)

The Utah State Fairpark is seeking a dedicated and detail-oriented Event Lead to support on-site event management during its busiest season. This role is ideal for someone with a passion for coordinating a diverse range of events in a dynamic, multi-faceted venue. The ideal candidate thrives in a fast-paced environment, enjoys problem-solving, and is eager to learn and grow alongside an experienced team in the event industry. The Fairpark hosts and produces a variety of events year-round, beyond the annual Utah State Fair. This position offers the unique opportunity to work on large-scale productions, experience cultural celebrations, and engage with industry leaders. Event sizes range from 500 to 30,000 attendees per day.

Dates of Employment: April 1 – November 1, 2025

Status: Part Time Seasonal

Hours: Part Time Hourly (20 hours/week, nights and weekends as required)

- **Weeknights/Weekends (days or nights):** The position will provide on-site management and support as needed. Which may include nights and weekends. The position is both traditional and nontraditional days and hours *i.e. after 5:00 PM and weekends will be anticipated.*
- **Holidays:** Potential to work some Holidays should we have events scheduled

Pay Rate: \$15 – 18/hour

Reports to: Events Director

Duties and Responsibilities:

- Collaborate with the Operations and Events Team to verify event details and ensure proper setup.
- Conduct pre-event inspections of buildings and grounds, ensuring compliance with fire and safety codes.
- Serve as the primary client contact on event days, overseeing on-site venue management and coordinating with vendors, including security, custodial, and catering teams.
- Ensure adherence to venue policies and procedures by clients, attendees, and event staff.
- Provide high-quality guest experience, ensuring client satisfaction throughout the event.
- Perform post-event facility inspections, documenting any damage, concerns, or feedback for the Events Director.
- Assist the events team with various tasks during large-scale, multi-day public events, including opening, mid-shift, and closing responsibilities.

Qualifications/Requirements

- Basic knowledge and interest in the event industry.
- Excellent verbal communication skills with the ability to interact confidently and professionally with clients, staff, and the public.
- Polished, client-facing appearance.
- Self-motivated and driven with the ability to think and act independently within guidelines and limitations of authority.

- Strong organizational skills with the ability to prioritize workflow and to complete multiple tasks simultaneously and accurately.
- Keen attention to detail and commitment to high standards of service.
- Ability to confidently enforce venue policies and procedures while balancing client expectations and needs.
- Adaptability and problem-solving skills to effectively handle last-minute changes or unexpected challenges.

This is a great opportunity for anyone interested in becoming a part of the event and hospitality industry. With our wide range of events, you'll be able to gain a variety of experiences in the time you're here with us. If you like to think creatively, out of the box, and enjoy the satisfaction of seeing an event come together and succeed, we encourage you to apply.

Please send resume to holli@utahstatefair.com