



Position: **Private Event Sales and Vendors Coordinator**

Position reports to: **Sales and Events Director**

Position Status: **Full-time Salary**

Job Summary

The Great Utah State Fair (Since 1856), a 501 C-3 non-profit, is currently seeking an experienced and energetic full-time Private Event Sales and Vendors Coordinator to oversee all non-fair events throughout the year. This position is also responsible for coordinating and overseeing food and beverage services for the facility.

We are looking for an individual that it's eager to achieve goals, learns fast, it's a team player and has a natural talent to connect with people.

The Utah State Fair Corporation is a great institution that hosts a wide variety of events and community activities throughout the year. Its spaces represent a very important part of Utah's values and traditions that continues to bring people together over a century. If you like to think outside the box and excel at any challenges in a fast-paced environment that it's inclusive and appreciates talent, then we encourage you to apply.

Essential Duties and Responsibilities

- Draft event sales proposals, layouts, follow-up on walk-ins and online inquiries along with continuously prospecting new leads outside of the office setup
- Perform tasks related to coordinating private events, including conducting site tours, assisting with food and beverage services, provide information and coordinate event work orders in conjunction with Fairpark Event Manager
- Populate and update electronic digital sign
- Help Events Department to organize and maintain a photo log of events and happenings on the Fairpark
- Create floor plans for events using appropriate software
- Guide clients in preparation of closing facility lease agreements, explaining contract provisions, policies, and procedures
- Help Events Manager to conduct all follow-up, including receipt of signed contract, insurance certificate, setup diagram, electrical needs, and damage deposit for each event during high season months
- Assist and follow-up with Event Manager with final settlement, billings, and statistical sales reports for its booked events
- Keep events and assigned areas up to date on Fairpark website
- Track event reviews on Google and comments on social media involving any activities and especially non-Fair events held at the Fairpark
- Perform duties related to securing vendors for the Annual State Fair and newly Fairpark International Market
- Perform miscellaneous duties in support of the annual state fair, including, but not limited to, working with key staff on placement of mobile exhibits and attractions, secure a Mass Gathering and traffic control permits, designing and hanging parking signs for staff and board members, collect and inspect vendors liability insurance information, prepare bike and animal passes and sign-out/check-in forms for any leased equipment to be used by staff
- Oversee the issuing of Commercial Exhibitor's and Concessionaire's entrance, parking and paid for admissions passes during pre-Fair vendors check-in
- Oversee boat and RV winter storage
- Engages in ongoing, continuing education and proactive research on latest trends in events, venue management and sales

- Cover Event Manager absence during days-off or events with extended shifts
- **To be flexible and performs other duties as assigned**

Qualifications/Requirements

- BS/BA in Business, Communication, Hospitality, or related field preferred, and/or 2-3 years professional experience in event planning with strong sales background, knowledge of Fairs and venue management is a plus
- Ability to speak with confidence and communicate effectively with members, staff, vendors, event partners, and the public
- Excellent customer service skills, able to handle public requests with a professional demeanor under different circumstances
- Highly driven with the ability to think and act independently within guidelines and limitations of authority
- Ability to organize projects and to prioritize workflow, and to complete multiple tasks simultaneously and accurately
- Computer experience with word processing, spreadsheets, social media tools, website design and various events software are encouraged (Word, Excel, Publisher, Photoshop, Visio, Ungerboeck and AutoCAD)
- Ability to work overtime, nights, and holidays as needed.

Compensation and Benefits

Competitive Salary plus Attractive Incentive Plan

Excellent Retirement Options

Medical and Dental Benefits

Vacation and Paid Leave

Paid Holidays

Educational Opportunities