



**POSITION:** Venue Coordinator  
**DATE OPEN:** September 21, 2018  
**DATE CLOSED:** When filled  
**SALARY:** \$18-\$22/hour; Based on Experience

**POSITION SUMMARY:**

This is a regular, Full-time, non-exempt position. The Full-time Venue Coordinator assumes responsibility for client management from contract to event breakdown. The position will focus on event renewal business including booking, contract management, budget supervision and onsite management of events. The ideal candidate will have strong knowledge of the Events and/or Fair business. A minimum of 3 years previous experience in event management is required. Excellent communication skills are essential. The ideal candidate can work independently to deliver results in a fast-paced environment. The ability to manage multiple projects at a high quality standard is crucial. This position requires the flexibility to work various schedules including weekends.

**RESPONSIBILITIES:**

- Work with client to ensure event success this includes: creating work orders, layouts, event production and conflict resolution
- Sell and book returning events within the parameters of the event calendar
- Competently upsell and interact with clients
- Manage contracts to ensure timely execution, maintenance of budget and accurate invoicing
- Event production including event decorating, event implementation and support staff requirements
- Coordinate across multiple departments to ensure event success and contractual agreements are met
- Act as liaison between client, staff and vendors
- Prioritize multiple projects in a fast-paced, multi-faceted creative environment
- Develop layouts using Party CAD and similar software
- Additional tasks and projects as needed

**REQUIRED SKILLS:**

- Minimum of 3 years of experience in Event Management
- Exceptional oral and written communication skills
- Strong client collaboration skills
- Solid leadership ability in managing cross functional teams
- Ability to manage multiple projects simultaneously
- Talent to adapt to unforeseeable challenges and opportunities with a solution-oriented perspective
- Work independently and effectively under pressure
- Proficiency in Microsoft Word programs, Excel and Power Point with ability to learn new programs
- Able to walk, sit and lift 20 lbs. as part of the day to day experience

The Alameda County Fair Association is a non-profit organization managing the Alameda County Fairgrounds with nearly 300 events held each year. Home to the Annual Alameda County Fair and public and private events including large consumer and trade shows, festivals, corporate events, concerts, graduations, picnics, weddings and other social events.

Alameda County Fair Association is an Equal Opportunity Employer and encourages all qualified persons to apply.

**Please submit your resume:**

jobs@alamedacountyfair.com

By fax: (925) 426-5196

By mail: 4501 Pleasanton Ave., Pleasanton, CA, 94566 Attn: Riley Ringor