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## ASSISTANT SPONSORSHIP COORDINATOR(Job Id 40058)

**Post Date:** 07/27/2018

**Close Date:** 08/04/2018

**Category:** SALES

**Grade:** 18

**Location:** PHOENIX

**Salary:** 17.79-18.50

### Description

## ARIZONA EXPOSITION AND STATE FAIR

Arizona Exposition and State Fair (AESF) has an annual tradition since 1884, to provide unlimited opportunity to celebrate Arizona's heritage, youth industry, and future by bringing the entire community together to showcase the talents of Arizonians by offering the most affordable entertainment in town.

Year after year, AESF produces the state's largest community event, attracting over 1 million guests, being the largest single venue in the state to showcase not just rides, fun and food, but provide Arizonians the biggest stage to present home grown culture, agriculture and art.

To learn more about AESF, please visit: [azstatefair.com](http://azstatefair.com)

### ASSISTANT SPONSORSHIP COORDINATOR Entertainment and Event Solutions (EES)

#### LOCATION

1826 West McDowell Road, Phoenix, AZ 85007

#### JOB SUMMARY

The Arizona Exposition and State Fair (AESF) has an immediate full-time opening for a motivated, resourceful, forward thinking and committed Assistant Sponsorship Coordinator to join our Crew.

As the Assistant Sponsorship Coordinator, you will be responsible for supporting all Sales related roles. This position will work closely with the Marketing Partnership Manager as well as the Assistant Executive Director (AED) of the Entertainment & Event Solutions Department, to help maximize revenue opportunities and efficiencies by assisting with various administrative and project management tasks. This position requires a high-level of initiative, planning, solution finding, and writing with exceptional client customer service in a fast-paced environment.

#### Primary job duties include:

- Provide proactive assistance and support to revenue generating positions;
- Prepare, edit and finalize presentations, proposals, client marketing materials and recaps;
- Write and track contracts, insurance, invoicing, and payments;
- Develop action plans for Client fulfillment to ensure all elements of the campaign are put in motion and specific tasks against those elements are executed on schedule;
- Coordinate across departments to ensure all activations/promotional elements are fulfilled;
- Provide research on prospects, market, competitors;
- Sell/secure sponsorship programs as assigned;
- Other administrative duties as assigned.

**NOTE:** Flexible weekend and evening schedule required during the 2018 State Fair (**Oct. 5 - Oct. 28**), to include working long extended hours.

#### KNOWLEDGE, SKILLS, & ABILITIES

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The ideal candidates will have a minimum of 2 years experience in Sales, Marketing, or related field.

- Superior communication skills (both verbal and written) with **strong** attention to detail
- Exceptional customer service skills
- Strong organizational skills with the ability to handle/execute multiple tasks and prioritize
- Ability to work effectively and efficiently under multiple deadlines
- Ability to successfully execute tasks, working independently as collaboratively
- Knowledge and familiarity of the elements in contracts
- Proficient in Microsoft Office products, specifically with Excel and PowerPoint
- Knowledge of Google Suite

## BENEFITS:

The Arizona Exposition and State Fair offers a comprehensive benefits package to include:

- Sick leave
- Vacation with 10 paid holidays per year
- Health and dental insurance
- Retirement plan
- Life insurance and long-term disability insurance
- Optional employee benefits include short-term disability insurance, deferred compensation plans, and supplemental life insurance

## RETIREMENT:

Positions in this classification require participation in the Arizona State Retirement System (ASRS). Please note enrollment eligibility will become effective after 27 weeks of employment.

Arizona State Government is an EOE/ADA Reasonable Accommodation Employer.

All newly hired employees will be subject to E-Verify Employment Eligibility Verification.

Click the APPLY NOW button to submit your application OR call 602.257.7135 to apply in person.

***Having trouble applying for this position?***

***Email HRIShelpdesk@azdoa.gov or call 602-542-4700 for assistance.***