



**Arizona Exposition & State Fair  
Assistant Event Coordinator - Grade 19  
July 2018**

Are you friendly, outgoing, and have a personality that shines through? Are you enthused about managing the details of an event to surpass a client's wishes? Are you sales savvy and able to make personal connections with ease?

The Arizona Exposition and State Fair (AESF) is seeking an exceptional Assistant Event Coordinator to add to our Entertainment and Event Solutions (EES) team. As the Assistant Event Coordinator, you will work effectively with both the client and internal account teams to flawlessly deliver events that achieve client results against established strategic and creative objectives, timelines and financial goals.

The Assistant Event Coordinator executes the revenue generating programs for the Arizona Exposition & State Fair. Whether it's a venue rental, trade show, commercial sales vendor, sponsor or entertainment-related, this position is critical in providing an unmatched customer service experience for the client. The client is defined as a venue promoter or partner, commercial sales vendor or exhibitor, sponsor, or mobile tour manager.

You will work in tandem with the Sales Manager, implementing contracted programs by coordinating with related departments, including the Fair Operations Crew. All of the logistical elements flow through the Assistant Event Coordinator, from start to finish. The ideal candidate must be creative, proactive and timely in his or her approach across all departments.

In addition to implementing event driven sales assets, the Assistant Event Coordinator may help with grounds-wide Fairground entertainment during the run of the Fair. This includes Grandstand Series, special destinations, attractions, outdoor stages, and live entertainment acts.

Administratively, the Assistant Event Coordinator is knowledgeable with rental estimates, timely and accurate billing, cross-department requests and communication, event calendar, and manages the contract status with the Administrative Assistant. Additionally, you will work proactively with the Administration to ensure that deposits, contracts, maps, insurance, billing and payments are in prior to established deadlines.

**Duties and Responsibilities:**

**Event Season:**

- Assist with promoting and selling the facility to new and potential clients
- Work with clients to schedule events and determine event needs
- Liaison between multiple departments and the Client to produce the event
- Create, negotiate, and execute venue contracts
- Determine equipment/physical set-up needs for grounds events and create action plans

- Create event set-up sheets with detailed information regarding each departments' responsibilities
- Coordinate scheduling of employees as needed based on event needs
- Complete itemized billing at conclusion of event
- Coordinate with Accounting and Operations Departments to secure and finalize payment
- Liaison with client, Accounting, and Box Office on settlement
- Anticipate and troubleshoot all issues during event

**Arizona State Fair:**

- Research and book grounds entertainment talent
- Manage outdoor stages
- Manage Grandstand series events and crew
- Oversee the community stage programming
- Assist with supervision of stage managers, interns, and other Fair Crew
- Provide substantial logistical, planning, and coordination support for other departments as necessary

**NOTE:** Flexible weekend and evening schedule required, working long extended hours, including holidays.

**Minimum Requirements:**

- Minimum 2 years event production experience or 2 internships with substantial event experience
- Bachelor's degree, preferably in Marketing, Public Relations, Advertising, Communications, Journalism, Hospitality/Tourism or other related field
- Weekend availability and a flexible schedule is critical
- Strong writing skills

**Additional Skills and/or Knowledge of:**

- Sales/client service
- Festival or event management
- Sound and light production
- Knowledge of facility and equipment rental
- Fire and safety guidelines
- Rental processes, rates and availability
- Crowd control and staffing plans
- Understanding of policies and rules/regulations regarding booking facilities for events
- Strong decision making skills
- Deadline oriented

**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.

To **apply**, please visit:

<https://azstatejobs.azdoa.gov/ltmprod/xmlhttp/shorturl.do?key=2FNW>