



**Arizona Exposition & State Fair  
Event Specialist  
Salary: \$35,000 - \$45,000  
October 2018**

The Event Specialist 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, the ES 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.

The ES works in tandem with the Sales Manager, implementing contracted programs by coordinating with related departments, including the Fair Operations Crew. All logistical elements from start to finish, flow through the ES. They are creative, proactive and timely in their approach across all Departments.

In addition to implementing event driven sales assets, the ES 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 ES 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.

It is the responsibility of the ES to work proactively with the Admin to ensure that deposits, contracts, maps, insurance, billing and payments are in on 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

**Requirements:**

**Minimum:**

- College degree
- Minimum 2 years event production experience or 2 internships with substantial event experience
- 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

Please send resume to [Chaundra.holdren@azstatefair.com](mailto:Chaundra.holdren@azstatefair.com). Arizona Exposition and State Fair is an Equal Opportunity Employer and Reasonable Accommodation Employer.