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## EVENT SPECIALIST(Job Id 46838)

**Post Date:** 05/06/2019

**Close Date:** 05/22/2019

**Category:** SALES

**Grade:** 19

**Location:** PHOENIX

**Salary:** 33,435.17-46,623.82

### Description

# ARIZONA EXPOSITION AND STATE FAIR

The Arizona State Fair is Arizona's largest annual event, attracting more than 1.1 million people from the community over 18 days. Only the Arizona State Fair can provide you first-rate concerts, nail-biting motorized events, educational exhibits, hair-raising carnival rides, award-winning livestock competitions, the best in the community talent, and deep fried everything, all in one place. Our mission is to deliver a high-impact experience for Arizona friends and family. We are in the business of providing gathering places and making smiles.

Visit our website at <https://azstatefair.com/>

## EVENT SPECIALIST

### LOCATION

1826 West McDowell Road – Phoenix, Arizona 85007

### JOB SUMMARY

The Arizona Exposition and State Fair (AESF) is seeking a motivated, organized and most importantly, exceptionally enthusiastic Event Specialist to add to our Entertainment and Event Solutions (EES) team. 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, 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.

The Event Specialist will work in tandem with the Assistant Executive Director and Sales Manager to implement contracted programs by coordinating with related departments, including the Fair Operations Crew. All logistical elements will flow through the Event Specialist, from start to finish. The ideal candidate must be creative, proactive and timely in their approach across all Departments.

In addition to implementing event driven sales assets, the Event Specialist 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 Event Specialist is knowledgeable with rental estimates, security and safety codes, timely and accurate billing, cross-department requests and communication, Event Calendar, and manages the Contract Status with the Administrative Assistant.

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It is the responsibility of the Event Specialist to work proactively to ensure that deposits, contracts, maps, insurance, billing and payments are in prior to established deadlines.

**Duties and Responsibilities:**

**Event Season:**

- Assist with promoting 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.

## REQUIREMENTS

**Minimum Requirements:**

- College Degree
- Minimum 4 years Facility AND Venue experience
- Weekend availability and a flexible schedule is critical
- Strong writing and conflict communication skills

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

- Sales / Client Service
- Festival or Event Management
- Sound and Light Production
- Knowledge of facility and equipment rental
- Knowledge and understanding of 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**

The Arizona Exposition and State Fair offers 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

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 and cover letter.

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

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