

# ARIZONA EXPOSITION AND STATE FAIR

1826 W. McDowell Rd, Phoenix AZ 85007

The Arizona State Fair is the state's largest event, typically drawing over 1 million guests annually to rank Arizona State Fair in the top 15 North American fairs.

Visit the Arizona Exposition and State Fair's website at: <https://arizonaexposition.com/>

## Community Stage Coordinator (Part-time)

\$10.50 per hour

The Arizona Exposition and State Fair (AESF) seeks a "rock star" Community Stage Coordinator to play a huge role in looking after our community stage performance entertainment including regular communications, scheduling, and logistic administrative support, while supporting our Events and Entertainment team. This a temporary, part-time position, with the potential to increase to full-time hours during the 2018 Arizona State Fair.

This fun, unique, and fast-paced position within the Events Department will have their hands in the planning and execution of the 2018 Arizona State Fair, which had over a million guests last year. At AESF, your personality matters as much as how good you are at what you do. We want you to bring it to our "hang out" spot and help make the place even better. If you are that person who is on top of it, able to think ahead, intuitive, passionate and one people respect and enjoy working with because you make things happen, we want you to help make a measurable impact on the success of the Arizona State Fair, which runs October 5th – October 28th (Closed Mondays & Tuesdays).

### Duties include:

- Processing online applications for Community Stage performances at the Arizona State Fair
- Corresponding with applicants via email and phone
- Scheduling performances for applicants on one of our 3 Community Stages
- Coordinating distribution of credentials (admission & parking tickets) to performers
- Troubleshooting adjustments to performance schedules
- Administrative support to the Events and Entertainment team

**NOTE:** Must be 18 years of age or older and have a valid driver license.

**Knowledge, Skills, and Abilities (KSA's):**

- Exhibit a strong work ethic
- Detail-oriented
- Display a professional demeanor, and have the ability to multitask when needed
- Customer service and organizational skills are required for this position
- Strong computer, phone, and administrative skills
- Intuitive, passionate

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

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

Please click [here](#) or visit **AZSTATEJOBS** to submit your cover letter, resume, and availability.