



POSITION ANNOUNCEMENT

POSITION : Event Coordinator

DATE OPENED: February 1, 2017

DATE CLOSED: when filled SALARY: \$16-\$21/hour

POSITION SUMMARY:

This full-time, position is responsible for Sales of Events, booking, contract management, budget supervision and onsite management of tradeshow, festivals, runs, corporate meetings, large dinners and other complex events. This position also sells and manages all commercial vendors for our Fair. Candidate must have strong knowledge of the Event and or Fair Business. Excellent communication skills are required. Must be able to write and present proposals effectively. A qualified candidate must be able to work a flexible schedule including weekends.

RESPONSIBILITIES:

- Sell and book events within the parameters of event calendar
- Provide oversight and marketing for the Monterey County Fair RV Park
- Client management including site selection, proposal writing, contract negotiation, event production and conflict resolution
- Manage contracts to ensure timely execution, maintenance of budget and accurate invoicing
- Event production including event implementation, support staff requirements
- Coordinate across various departments to ensure event success and all contractual agreements are met
- Act as liaison between client and staff; this includes being on site for all large events
- Prioritize multiple projects in a fast-paced, multi-faceted creative environment
- Develop layouts using Party Cad and other similar software
- Act as liaison with the Master Concessionaire and clients
- Additional tasks as needed

- **REQUIRED SKILLS:**
 - 3-5 years of Event management/ sales experience
 - Exceptional oral and written communication skills
 - Strong client interaction skills
 - Strong leadership ability and effectiveness in managing teams
 - Strong ability to project manage multiple projects
 - Ability to adapt to unforeseeable challenges and opportunities with a solution-oriented perspective
 - Must be able to work independently and work well under pressure
 - Able to walk, sit and lift 20 lbs. as part of the day to day experience
 - Fast learner and ability to read layouts
 - Able to learn new computer programs and proficient in Microsoft word programs, word, excel and power point.

A qualified candidate will possess a minimum of 3 years event experience. The Candidate will be able to work independently to deliver results in a fast pace environment. They will be able to manage multiple projects at a high quality standard. They will be able to interact with clients and upsell when possible. Experience in Event or Hotel sales is a must. Candidate must also be a team player.