



SUBMIT APPLICATIONS (STD. 678) TO THE FOLLOWING ADDRESS:

**OC Fair & Event Center
Administration Building
88 Fair Drive
Costa Mesa, CA 92626
Tel: (714) 708-1563**

Website: <http://www.ocfair.com/ocf2/about/Listjobs.aspx>

Please complete the Application on a computer or print in ink. All questions must be answered completely and accurately, except as noted. Only Application STD 678 will be accepted. Application (STD 678) is available at <https://jobs.ca.gov/pdf/std678.pdf>

Applications will be accepted by mail, facsimile, or express mail.

The OC Fair & Event Center (OCFEC), an agency of the State of California, is located in Costa Mesa, CA. OCFEC produces the annual 23-day Orange County Fair as well as hosting other events, such as consumer shows, trade shows and festivals, throughout the year. OCFEC is the home of the Pacific Amphitheatre, an 8,500-seat outdoor amphitheater that hosts concerts, and Centennial Farm, a working demonstration farm featuring crops and live animals. We are seeking a high level, energetic individual, to be part of our team, as our Exhibit Supervisor.

OC FAIR & EVENT CENTER MISSION STATEMENT:

Celebration of Orange County's Communities, Interest and Heritage

Position Title: Exhibits Supervisor <i>Design & Presentation</i>	FLSA Status: Exempt
Reports to: Exhibit & Education Director	Supervises: <ul style="list-style-type: none"> • 1 full-time Event Coordinator • PT staff
Salary Range: Exhibits Supervisor: \$4392-5456 per month + 15% recruitment and retention differential	
Position Purpose: Serves as a member of the District's Operations Management Team to plan, develop, create, support and supervise the District's exhibition Design & Presentation for the	



Exhibits & Education department. This will include graphic arts work, exhibit design, fabrication, installation, set-up, removal and storage system for Youth Programs, Visual Arts, Home Arts, Collections, Culinary, Woodworking, Centennial Farm, Livestock, Theme & Feature exhibits and Competitive Entries functions for fair and other year round events and programs including Imaginology and Red Barn dinners.

Essential Functions:

1. Design and supervise the construction and arrangement of exhibits and special programs from concept to completion. Determine available space and allocate it.
2. Develop exhibits which involve the public in OC FEC produced events and program activities. Coordinate, organize and determine installation and display methods and educational resources for participants and the public.
3. Design, fabricate and/or purchase exhibit equipment, props and exhibit graphics.
4. Design, develop and supervise the presentation of competitive entries during the annual OC Fair and Imaginology.
5. Maintain, organize and plan for storage of all District owned props, exhibits, signage, equipment and décor.
6. Supervise the hiring, training, performance, and staff development of the department employees. Supervise staff and their work. Establish performance goals for staff, monitor status and provide necessary support to achieve desired results.
7. Provide functional guidance to department staff by establishing, monitoring, and enforcing policies and procedures.
8. Provide timely and effective performance feedback and coaching. Support the Youth Programs, Visual Arts, Home Arts, Floral, Collections, Theme, Feature and Competitive Entries functions.

This document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Secondary Functions:

1. Participate in program policy development, planning, decision making, and evaluation.
2. Work collaboratively with Creative Services department to develop and implement a cohesive branding/theming presentation and timeline for production and installation
3. Develop exhibit lighting and sound requirements and plans.
4. Develop, coordinate and monitor the budget for the Exhibits function.
5. Work effectively and collaboratively with individuals and other departments to include Creative Services, Operations, Technology, Marketing, Communications, etc.
6. Liaison with outside designers, contractors, artists, fabricators, exhibit experts,



and other specialists and have an awareness of their field of knowledge.

Qualifications:

- Experience: Responsible experience in designing, promoting, organizing and managing at least five major shows or exhibits, each drawing a minimum of 200 entries; [shows used to establish eligibility may be of the following: (1) exhibits such as art, museum, or trade; (2) commercial show; or (3) livestock show] directing a staff of at least 10 persons.
- Education: Equivalent to completion of the twelfth grade.
- Proven leadership skills in a creative environment
- Strong graphic design in Adobe Photoshop, Adobe Illustrator and InDesign
- Experience in HTML5, After Effects and Experience Design
- Excellent written and verbal communication skills
- Strong organization and customer service skills
- Working knowledge of MS Office software including Word and Excel
- Strong critical thinking skills
- Ability to be flexible and open minded to change
- Excellent time management skills, active listening skills

Special Qualifications:

- Strong design, drawing and artistic skills
- Creative and imaginative
- Ability to effectively develop marketing themes, concepts and messages into creative exhibits and presentations for the public using graphics and visual materials.
- Strong ability to build a collaborative team and positive work environment. To work with and alongside supervisees to meet deadlines, as necessary
- Ability to creatively and effectively meet the limitations imposed by budget and space
- Ability to work outside the normal business day/week as demanded by events and programs. Ability to work well under pressure and tight deadlines.

Preferences:

- Master or Bachelor's degree in Art, Design, Exhibition Design, Interior or spatial design, multimedia or related field, or equivalent education and experience
- 3-5 years of increasingly responsible experience in an exhibits, theatre design, multimedia, museum or related environment
- Previous supervisory experience preferred
- Working knowledge of MS Outlook preferred

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to operate, handle, or feel objects, tools, or controls; and reach with hands and arms, climb ladders and operate some equipment.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet, however louder noise levels may be experienced during outdoor events and when in larger event buildings.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Will be required to perform other duties as directed, requested or assigned