

OHLONE COLLEGE STREET FAIR MANAGER

IDEAL CANDIDATE STATEMENT:

Ohlone Community College District in Fremont is seeking a seasoned professional to serve as Street Fair manager. The qualified candidate has the ability to plan, coordinate and execute a large-scale event from inception to completion. The Street Fair is a brand new project that the District is planning to start as a business opportunity to engage the community and generate revenue for the College.

The qualified candidate would have demonstrated ability and experience with all aspects of starting, growing and maintaining a large-scale event with multiple vendors.

ABILITY TO:

Plan, coordinate and execute all aspects of a Street Fair; hire and train seasonal workers to attend to the Street Fair; attract new vendors and set criterion for vendor participation; maintain relationships with surrounding businesses; work with college personnel and comply with the College's purchasing, accounts payable and receivables, and other related protocols and work collaboratively with the District's Facilities and Purchasing departments.

ESSENTIAL DUTIES (NOT LIMITED TO):

- Identifying and entering into contracts with vendors for the Street Fair
- Coordinating the hiring of appropriate personnel to support the Street Fair
- Obtaining the proper permits and insurance needed for the Street Fair
- Monitoring the actual operations of the Street Fair

EDUCATION AND EXPERIENCE:

A Bachelor's in marketing, event planning, hospitality management, project management or a related field and at least two years of actual experience starting or coordinating a large-scale event(s) for revenue generation.

REQUIRED DOCUMENTS:

A portfolio with pictures, flyers or other materials of events and large-scale projects you have planned and executed.

TO APPLY PLEASE SUBMIT THE FOLLOWING:

1. Letter of interest that demonstrates how you are qualified for the position
2. List of events or projects you have planned and executed (could be in the form of a portfolio)
3. A list of 3 references

Interviews will be scheduled during the week of June 11, 2018

Please email your application documents to lperez16@ohlone.edu. For more information please call (510) 659-7307. For information on Ohlone College please visit our website at <https://www.ohlone.edu/>.