



Bonner County Fairground Job Description

Title: Events Administrative Coordinator

Department: Fairgrounds

Supervisor: Fair Manager

Supervision Exercised: NONE

Originate Date: 10/1/2020

Job Description Revision: 6/28/2023

General Summary

To serve as the direct support to Fair Manager, as well as liaison to public through customer service, phones, and managing the office. Coordinate Fair schedules and volunteers, finalize event contracts, invoicing, follow-ups, and planning throughout the year. Maintain calendar of events. Monitor and coordinate Fair & Rodeo Sponsorships. Manage the campground reservation system. Design and coordinate the annual Fair Book. Compile and coordinate Food Vendors, Fair Booths, contests, livestock forms, calendars, grounds map and organization. Take in cash and checks, process them and deposit. Coordinate and support Pre-Fair event and other events at the fairgrounds. Manage the Fairgrounds website. Manage Social Media advertising and fair marketing/advertising. Respond to emails and social media messages. Pick up, sort and distribute mail.

Essential Functions

- Greets people at the front desk or over the phone. Answers inquiries regarding services provided, and directs callers or visitors to the appropriate resource or individual for inquiries that go beyond the job scope or knowledge of the employee. Takes and routes messages appropriately for employees absent or unavailable. Conducts office in a professional manner.
- Performs a variety of administrative clerical duties for the Fair and fairgrounds including responding to requests for information or other correspondence; supply management.
- Management of database and software updates and maintenance of programs to improve the efficiency of programs. Manages Fair data program, recording all names, addresses, and emails for all fair exhibitors. Training others as needed on fair programs.
- Updates Fair and Rodeo website and set up of online ticketing for events.
- Manages calendar and schedules including all events and activities.
- Collects monies for fees, rental charges and other determined fees. Bookkeeping.
- Manages the entry and registration process for all vendors, fair exhibitors and booth tenants.
- Volunteer, sponsor, judge and superintendent coordination. Event Coordination.
- Coordinates the schedules and accommodations for Fair judges. Ensures that superintendents and judges have all necessary resources.
- Manages contracts, permits (including parking), etc.
- Coordinates paperwork and contracts required to rent the fairgrounds facilities. Ensures that all submitted forms are complete and provide all necessary information needed, including insurance.
- Assists in preparing invoice claim forms (accounts payable). Enters data, vendor name, invoice number and other related information into the computer in a timely manner.

Performs all other duties as necessary.

Secondary Functions:

- Assist with management of the Winter Camping at the fairgrounds. Ensures campers fill out full applications, billing them monthly along with electrical, and keeping track of payments received/needed.
- Calendar. Building the yearly calendar to manage Google Calendar with up-to-date event information. Ensure that contract changes or date changes are reflected. Updating the calendar on our website, making sure event information is accurate.
- Social Media: Manage the Fairgrounds and Rodeo Facebook page as well as building a social media schedule as it gets close to Fair and Rodeo time to promote our sponsors and supporters, and build momentum towards the Fair and Rodeo. Respond to questions and requests.
- Mailers and research for new food vendors, fair booth exhibitors, sponsors, etc. and making lists of those, keeping them up to date, mail merges, etc.
- Attending Fair Board meetings when needed and offering input on details/logistics of Fair. Attending RMEF or IAFE conferences.
- Inventorying items throughout the off-season, including tickets, exhibit entry tags, parking passes, banners, flags, etc., as well as general cleaning – cleaning out the attic. Ordering needed items for fair, helping inventory trophies, plaques, ribbons, etc.
- Work with Fair Royalty throughout the year and volunteers during Fair Week to help with contests, activities, events, and managing volunteer's time with projects at the fairgrounds, including some 4-H clubs.

Specifications

- Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. High school diploma required with additional post-high school training courses in business or bookkeeping highly preferred. Computer training is essential.
- Three to five years of experience in events coordination or other related experience as needed to perform the essential functions of the job.
- Working knowledge of the 4-H program as well as the processes involved in planning and coordinating the County Fair and Rodeo.
- Must possess a current driver's license with a history of good driving record.
- Must possess good work habits and the ability to perform set instructions as directed.
- Ability to work under intermittent stress created by deadlines and events.
- Ability to follow directions, work in an effective and professional manner and develop effective working relationships with co-workers, supervisor, and general public.
- Ability to communicate effectively, both orally and in writing. Ability to coordinate a variety of volunteers, employees, department heads, and other users of fairgrounds facilities to successfully coordinate events.
- Ability to develop and maintain harmonious working relationships with others both inside and outside the organization.
- Must be able to type 45-50 words per minute; must have considerable knowledge of Microsoft Office, Word and other software applications. Must have considerable knowledge of operation of standard office machines.
- Experience in fair data software such as SHOWWORKS preferable.
- Ability to perform general math and reading skills as needed to perform essential functions.

Working Conditions

Ability to perform those physical activities necessary to complete the essential functions of the job, either with, or without reasonable accommodation. Requires continual communication (hearing and talking) and standing; frequent fingering, grasping, walking, and repetitive motions. Requires regular lifting, pushing, pulling and carrying up to 25 pounds with occasional weights over 50 pounds. Requires good general vision. May be required to work odd hours and be on call as needed during various periods of the year as needed or assigned. Includes standing, stooping, sitting, and reaching as a regular part of physical activities. Mental application utilities, memory for details, ideas, and written/verbal communications, critical thinking, guided and creative problem

solving. Work is typically performed both indoors and outdoors, requiring frequent exposure to weather and inclement conditions.

Disclaimer This job description is not an employment agreement or contract and management reserves the right to modify when necessary per Bonner County policy.

I have reviewed and agree this Job Description accurately reflects the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: _____ Date: _____

(signature needed upon hiring and transfer/promotion only)

Please Print Name: _____