

SUMTER COUNTY FAIRGROUNDS EVENT COORDINATOR POSITION

Position Title: Event Coordinator

Salary Range: \$30,000 - \$50,000 per year

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Plans, Coordinates, schedules, and promotes a variety of cultural, educational, recreational, and civic shows, exhibitions and conventions
- Markets the fairgrounds year-round events and rentals
- Markets the annual County Fair
- Provides publicity and information as required
- Completes and produces monthly fiscal reports for rentals
- Plans and implements annual maintenance and physical improvement projects at the fairgrounds with the direction of the board.
- Manages all other assigned personnel including: youth, volunteers and County Jail Inmates.
- Identifies opportunities for grants, writes grant proposals and secures grants for operation of the fair and the fairgrounds.
- Assures and manages fiscal and other compliance needs with grant requirements.
- Manages, coordinates, promotes, publicizes and produces the annual County Fair.
- Completes other duties as assigned.

Job Specification

KNOWLEDGE OF:

- Public relations and public speaking, budgeting and fiscal controls, event and facility promotion and marketing.
- Fair operation and rental management
- Applicable ordinances and regional resources.

SKILL IN:

- Operate computer and software necessary to perform the requirements of the job including but not limited to current Microsoft Windows Operating System, with a strong knowledge of Outlook, Word and Excel.
- Project a positive, professional image for self and Sumter County.
- Marketing and promotion
- Planning and organizing.
- Personnel and facility management.
- Public relations, organization, leadership and time management.
- Negotiating and managing contracts related to events and facilities management.
- Journalism, the ability to write newspaper articles, produce posters and flyers, web design.

ABILITY TO:

- Interact with the public and private businesses in a courteous, tactful and firm manner.
- Establish and maintain cooperative working relationships with contractors, colleagues and the public contacted in the course of work.
- Communicate effectively, both orally and in writing.
- Attend work as scheduled and/or required.

- Ability to communicate verbally and in writing suitable for a management level position.
- Ability to make independent decisions in accordance with established guidelines; to use initiative and judgement in carrying out tasks and responsibilities with limited instructions and guidance.

PREFERRED QUALIFICATIONS

THE RIGHT CANDIDATE SHOULD BE HIGHLY ORGANIZED WITH A PROVEN TRACK RECORD OF SALES AND MANAGEMENT IN THE FACILITY/HOSPITALITY INDUSTRY.

- Experience in facilities maintenance.
- Experience in the development of successful operation of promotion and advertising programs.
- Must be able to successfully pass a background check and drug test.

This job description/posting describes the general purpose and responsibilities assigned to this job and is not an exhaustive list.

SALARY AND BENEFITS

Salary: \$40,000 per year

Commission: 20% of all new rentals

Full time hours per week 40

One week paid vacation after 90 day probation period

Five paid holidays: New Year's Day, July 4th, Labor Day, Thanksgiving, Christmas