POSITION ANNOUNCEMENT
POSITION: Sales & Event Coordinator
DATE OPENED: March 23, 2018
DATE CLOSED: When filled
SALARY: $18 to $22 per hour

POSITION SUMMARY:
The Alameda County Fair is looking for an experienced Sales & Event Coordinator to join our team. The ideal candidate will have sales experience, customer service skills, and knowledge of event labor and equipment needs. Our Sales & Event Coordinator will work on cross-functional teams to produce memorable experiences for our clients and their guests. The ideal candidate will demonstrate an ability to provide a client-orientated approach to event booking, orchestration and logistics in the fulfilment of our clients' needs. This is a full-time, non-exempt position. Must be available to work a flexible schedule in evenings and weekends, as the job requires.

RESPONSIBILITIES:

- Sell and book events within the parameters of an event calendar
- Client management including proposal writing, contract negotiation, event production and conflict resolution
- Generate and follow up on leads through market research, cold calling, and inquires
- Track and report sales leads and bookings
- Event production including event decorating, event implementation, and work with event services team
- Maintenance of budget and accurate invoicing
- Develop layouts using event software
- Prepare and ensure timely execution of monthly schedules, work orders, insurance submissions, etc.
- Coordinate events and work with teams across various departments to ensure event success
- Prioritize multiple projects in a fast-paced, multi-faceted creative environment
- Learn and gain basic knowledge of the electrical requirements for shows
- Additional tasks, duties and projects as needed

REQUIRED SKILLS:

- Motivated, professional, and well spoken
- Exceptional communication skills including impeccable client interaction abilities
- 1-2 years of event management experience
- Computer skills including: Word, Excel, PowerPoint--event software applications a plus
- Proven ability to learn new computer programs
- Ability to work independently
- Capable of working with internal and external teams and partners
- Able to provide assistance with decorating orders and other needs that promoters/vendors with an accommodating and responsive approach
- Ability to adapt to unforeseeable challenges and opportunities with a solution-oriented perspective
- Highly organized and have the ability to prioritize work based on company/team goal
- Able to walk, sit and lift 20 lbs. as part of the day to day experience

The Alameda County Fair Association is a non-profit organization that manages the Alameda County Fairgrounds with over 3 million people in attendance at the many 300 events held each year. Home to the Annual Alameda County Fair and public and private events including large consumer and trade shows, festivals, corporate events, concerts, graduations, picnics, weddings and other social events.

Alameda County Fair Association is an Equal Opportunity Employer and encourages all qualified persons to apply.

Please submit your resume to:
jobs@alamedacountyfair.com
By fax: 925 426-5196
By mail: 4501 Pleasanton Avenue, Pleasanton CA 94566 Attn: Riley Ringor