

Southeast Alaska State Fair

Events Assistant

Job Description

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Title: Southeast Alaska State Fair Events Assistant

Reports to: Communication Coordinator

Pay Rate:DOE

Terms:

- Seasonal permanent position, April 1 - August 30
- 20 hours weekly, scheduled but flexible.
- Additional hours required during event weeks: April 25-30; May 23-29; June 13-19; and the weeks July18-August 2
- Must be able to work some evenings and weekends.

Southeast Alaska State Fair's Mission Statement:

Southeast Alaska State Fair, Inc., enriches community by hosting celebrations of heritage, creativity, and social exchange.

Function:

The Events Assistant works with the Communications Coordinator and other Fair staff to plan and execute Fair events. Areas of responsibility include (but are not limited to) vendor management, event setup and breakdown; all aspects of executing events; and assisting with volunteer coordination and management. This is a physically demanding, hands-on position that requires moving equipment into place, and large scale cleaning and janitorial duties. The events assistant works closely with Fair staff and the public in a positive and efficient manner. Excellent oral and written communications skills are a must.

Duties and Responsibilities: The following is not meant to be a comprehensive or all-inclusive

1. Event and Rental Management
 - a. Contributes to event planning
 - b. Vendor management
 - c. Helps generate weekly and daily to-do lists and meets timelines
 - d. Helps operate all aspects of events
 - e. Assists with volunteer coordination and management
 - f. Preps facility, equipment and supplies for events
 - g. Responsible for event breakdown, including organizing and cleaning equipment and facilities
 - h. Responsible for care, management and inventory of event supplies and equipment
 - i. Solicit and manage volunteers, as required

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- j. Assist with event catering and food service
 - k. Staffs facility rentals and assists rental clients
2. Administrative and office duties
- a. Attend staff meetings
 - b. Manage all Vendor prior and during events
 - c. Contribute to event to-do lists and agendas
 - d. Field phone, fax and email as needed
 - e. Assist with supply inventory and ordering

Hard Skills

Excellent oral and written communication skills
Ability to work with a diverse cross-section of the public
Positive, professional demeanor
Creative problem solver
Proven ability to follow through tasks to successful completion; outcome oriented
Experience motivating and managing volunteers
Proven accuracy and attention to detail

Soft skills

Self-motivated
Collaborative, yet able to work independently
Positive
Professional
Energetic
Able to thrive in a chaotic environment

Other:

Certified Food Handler or Food Protection Manager (may be acquired on the job)
Alaska TAMS card (may be acquired on the job)
Ability to regularly and safely lift up to 50 pounds
Willingness and ability to work weekends and evenings as required
Valid Alaska driver's license
Excellent job references