

Washington
STATE FAIR
EVENT CENTER

COMPETITION & EXHIBITS ASSISTANT – PART-TIME

The Washington State Fair Event Center is seeking an energetic, creative, and responsible employee to join our organization as the Competition & Exhibits Assistant. This position will support the Experience Department in administrative duties that may include correspondence, data entry, spreadsheet management and communications with fair-time staff. The assistant will support a variety of projects for the Washington State Fair, Spring Fair, The Taste NW, Oktoberfest, Holiday Magic and other year-round activities and events. This position is a part-time, non-benefited position with varying schedule year-round.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Assist Livestock and Exhibits Coordinators with the administration of the 40 competitive exhibit and special event departments; duties include coordinating correspondence, processing large mailings, printing materials and addressing departments' unique needs.
- Assist Livestock and Exhibits Coordinators with judge and demonstrator correspondence, travel, hotel arrangements, reimbursements and payment.
- Process competitive exhibits in ShoWorks database system; including check-in sheets, post placing, proof results, and print lists and reports as requested.
- Field phone inquiries and email messages regarding procedures and requirements for competitive exhibits.
- Facilitate the departmental promotional items and staff uniform distribution and reconciling, including overall inventory for the department.
- Manage red/blue book program including updating forms and procedures with various fair administration and operations staff for distribution to approximately 60 fair-time department supervisors for Spring and State Fair.
- Facilitate fair-time competition ribbon, plaque and trophy needs including obtaining bids, proofing designs, placing orders and maintaining on-going inventory.
- Facilitate name-tag and service pin redemption program for State Fair employees including monitoring inventory, updating submittal forms and placing orders as needed.
- Assist fair time department superintendents with employment paperwork and timecard needs as requested.
- Organize department documents, including scanning and digitally storing contracts and files in the shared drive, inputting work orders into the tracking sheet, and maintaining accurate filing of purchase orders.
- Coordinates distribution of Spring Fair coupons and collaterals through the school systems. Submits for approval, obtains counts, supervises packaging of tickets and coordinates delivery and distribution for 18 school districts.
- Administers Washington State Fair school ticket program under the direction of Exhibits & Education Administrator. Maintains school database and supervises packaging and distribution of Fair collaterals and tickets for participating 600+ schools. Assist in the continuing efforts to improve overall program redemption rate.

- Perform financial reconciliation for department needs, ensuring accurate tracking and reporting of expenses, purchase orders, and budget allocations.
- Cover switchboard as assigned for the Competitive Exhibits department.
- Answers phones and performs routine office tasks.

QUALIFICATIONS

- High school diploma (or equivalent) and 6-12 months related experience; or equivalent combination of education and experience.
- Must have knowledge of general office duties including, scheduling, planning and organizing, record-keeping and general mathematical skills.
- Must have the ability to understand and follow instructions and to organize a large amount of paperwork and disseminate information.
- Must be able to work under pressure to complete tasks by deadlines, and work at multiple tasks simultaneously.
- Ability to speak effectively before groups of customers or employees of organization.
- Detailed record keeping and spreadsheet analysis is a must
- Strong computer skills with extensive knowledge with MS Office Suite, including advanced Excel and PowerPoint skills; experience in ShoWorks or another database management systems a plus.
- Exceptional communications skills, ability to trouble-shoot problems and present solutions for a variety of situations
- Time management skills and ability to efficiently manage workload
- Ability to be flexible and multitask on various projects in fast-paced, deadline-oriented environment
- Must be professional, energetic, a team player, self-motivated and able to support others' needs
- High degree of integrity and dependability

COMPENSATION & BENEFITS

This position is a part-time, seasonal, non-benefited position with varying, year-round schedule averaging 20 hrs. weekly. The pay range for this position is \$18.00 - \$22.00 hourly based on an assessment of knowledge, skills and experience of the candidate offered.

HOW TO APPLY

Please email cover letter and resume to jennifers@thefair.com. Job posting will remain open until the position is filled.