



EXECUTIVE DEPARTMENT AND SAFETY SERVICES MANAGER

The Washington State Fair Event Center (WSFEC) is hiring an Executive Department and Safety Services Manager to lead the Executive Department in administrative support for the CEO, Board of Directors (Board) and other C-Suite of as needed. As the primary administrator for the Executive department, the position ensures responsibilities are met including Board meetings and events, Shareholders, legal and insurance, and Fair and Signature events departments. The Executive Department and Safety Services Manager administers safety-related services and emergency management systems to prevent, protect against, mitigate, respond to and recover from incidents. Additionally, the role provides support for five annual self-produced signature events (State Fair, Spring Fair, The Taste Northwest, Holiday Magic and Oktoberfest Northwest).

About the Washington State Fair Event Center

The Washington State Fair Event Center is a year-round destination for public and private events with approximately two million guests each year and is home to one of the largest fairs in the United States. Beyond our annual five self-produced signature events, we host over 130 yearly events—from intimate weddings and corporate meetings to large scale consumer shows, festivals, and tradeshows drawing up to 30,000+ attendees per day.

ESSENTIAL JOB DUTIES

CEO and Board of Directors:

- Establishes and maintains effective working relationships between CEO, Board, Shareholders, C-Suite, safety partners, and Fair guests.
- Responsible for providing comprehensive support to the CEO, Board, Shareholders; managing administrative, clerical and activities regarding the Fair, safety aspects, community and trade associations, acting as a liaison for the WSFEC to outside organizations as needed.
- Handles sensitive and confidential information, maintains files and documents pertaining to CEO, Board, legal and insurance issues, personnel, contracts, etc. ensuring information is not shared beyond its intended audience.
- Manages and oversees arrangements for convention, seminar, and Fair visits, including registrations and hotel reservations, for Board and staff for four industry associations and other miscellaneous meetings.
- Serve, attend and provide support for monthly Board meetings (mandatory attendance), Master Planning Committee, Security Committee, Leadership Committee, Safety & Security Planning Task Force and any other meetings as needed. Responsible for agenda, recording, generating and distributing the minutes for these meetings.
- Responsible for maintenance of Board records, annual Committee list, contact information, Board rotation chart, and historical data.
- Supervises a full-time Executive Assistant & Hospitality Coordinator, full-time Executive Assistant & Shareholder Coordinator, and seasonal Event & Executive Department Specialist. Leads department meetings to ensure team is on track, reaching goals and meeting deadlines.
- Responsible for preparing annual budget and monitoring to ensure expenses stay within budget.
- Oversees negotiation of contracts and service for large copiers, fax and mail machines.
- Receives and reviews City of Puyallup annual contract for CEO approval.
- Responsible for managing and executing the comprehensive scheduling and calendar needs of the CEO, including strategic planning, coordination, and monitoring of daily activities. Ensures efficiency, prioritization, and alignment of the CEO's time with organizational goals.

- Oversee the annual calendar planning and implementation for Board and Committee meetings, as well as C-Suite meetings and other executive engagements deemed necessary by the CEO.

Safety Services and Emergency Management Responsibilities:

- Responsible for planning in collaboration with CEO and COO responses to natural disasters and other emergencies. Working with government agencies, non-profits, private companies, the public, event vendors and guests to develop effective plans that minimize damage and disruptions during an emergency.
- Responsible for serving as the Executive Department's administrative contact for the City of Puyallup, Puyallup Emergency Management, Puyallup Police Department (PPD), and Central Pierce Fire and Rescue (CPFR), Fusion Center and Department of Homeland Security.
- Responsible for seeking opportunities and continuing education on best practices to plan, maintain, grow and support safety culture and emergency preparedness.
- Serve on the City of Puyallup's Emergency Operations Center (EOC) Team, National & Community Emergency Response Team (CERT), IAFE Safety & Security Committee, WSFEC Incident Management Team (IMT), WSFEC Board Security Committee, and WSFEC Management Safety & Security Planning Task Force Committee, and the WSFEC Safety Committee.
- Responsible for preparing and maintaining South Sound 911 contract, coordinating Signature Events, sharing pertinent information, and arranging any on-site needs including grounds tours for call takers.
- Responsible for managing First Aid and CPR training for approximately ninety full-time and part-time, year-round staff, as well as approximately eighty superintendents.
- Responsible for updating, maintaining and distributing the year-round WSFEC Emergency Management Manual, Unified Command Emergency Preparedness Binder, Incident Organizational Chart, Emergency Notification list, and Emergency preparedness distribution cards.

Legal and Insurance Responsibilities:

- Responsible for processing legal claims, maintaining legal and insurance files, and assisting the WSFEC's attorneys and insurance representatives, when necessary and as needed, relating to lawsuits, event incidents, year-round events, auto accidents, grounds and building, trip and falls and false arrest for security.
- Responsible for ensuring that all insurance and legal matters are referred to the Fair CEO and are properly directed and executed. Communicates with various legal entities pertaining to the WSFEC's legal elements.

Signature Event Responsibilities:

- Responsible for managing Police Command and Fair Police (PPD), Police Chaplains, First Aid/Fire (CPFR), Private Security, Risk Management/Safety Officers and South Sound 911 event departments. Duties include staffing and training of staff, coordination of contracts, preparing schedules, managing operating budgets, maintaining accurate records and files, overseeing day-to-day activities, conducting post-fair reviews, and ensuring good communications.
- Responsible for managing pre-event safety meetings for Signature Events with safety partners as well as pertinent WSFEC staff and cultivating meaningful and mutually beneficial partnerships.
- During Signature Events, and any other large events as determined, manage and attend daily safety meetings, prepare meeting minutes, Incident Action Plan (IAP) and administer the safety team as needed.
- Oversees staff ordering, coordination, and distribution of admission, ride and parking passes for CEO, Board, Executive Department, and other departments as needed.

IDEAL QUALIFICATIONS

- Bachelor's degree in business administration, public administration, management, or related field, or equivalent experience.
- 5–7+ years of progressive leadership experience in executive administration, departmental operations, or organizational management; experience in public venues, non-profits, or complex multi-department organizations highly desirable.
- 2+ years of direct personnel leadership with responsibility for administrative, safety, or program support staff, including oversight of cross-functional projects and coordination with internal and external stakeholders.
- Ability to handle sensitive and confidential information with the highest level of discretion; must maintain confidentiality in all matters.
- Exceptional organizational and time management skills with ability to manage multiple projects with flexibility to adapt to changing priorities in a fast-past environment.
- Must have general knowledge and experience in office techniques with an emphasis in office communications, basic accounting, expense/revenue/capital budgeting and insurance.
- Must have knowledge mailing (first class, certified, registered, UPS, Federal Express, etc.) and mailroom equipment and machinery.
- Ability to work well under pressure and independently with frequent interruptions
- Strong verbal and written communication skills with excellent attention to detail.
- High degree of professionalism and tact in dealing with diverse individuals.
- Notary Public certification desired.

COMPENSATION & BENEFITS

The pay range for this position is \$40 to \$55/hr based on an assessment of the knowledge, skills, and experience of the candidate offered. Employees are offered healthcare coverage options which include medical, dental, vision, long long-term disability insurance and can enroll in the Fair's 403(b) plan. Employees accrue ten vacation days and eight sick leave days a year, which can be used once accrued. Additionally, employees enjoy fourteen paid holidays throughout the calendar year.

HOW TO APPLY: Please email your cover letter and resume to kellyk@thefair.com by October 15, 2025.