

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.
- 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.
- Facilitate fair-time competition ribbon, plaque and trophy needs including obtaining bids, proofing designs, placing orders and maintaining on-going inventory.
- Facilitate nametag 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, tracking work orders, and maintaining accurate filing of purchase orders.
- Coordinates distribution of Spring Fair coupons and collaterals through the school systems 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.
- Facilitate on-site activation for Holiday Magic, including setup and breakdown of Santa's Village, the Manger display, Retail areas, and the Gnome Scavenger Hunt; assist with daily operational needs, staging, and coordination to ensure smooth event execution.
- Perform financial reconciliation for department needs, ensuring accurate tracking and reporting of expenses, purchase orders, and budget allocations.

QUALIFICATIONS

- Bachelor's degree (or equivalent) and 6-12 months related experience; or equivalent combination of education and experience.

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- Must have knowledge of general office administration including, scheduling, planning and organizing, record-keeping and general mathematical skills.
- Proven ability to accurately manage, organize, and process a high volume of documentation while following detailed instructions and established procedures
- Ability to work effectively under pressure, meet firm deadlines, and manage multiple priorities simultaneously in a fast-paced environment.
- Strong verbal communication skills, with the ability to clearly and professionally interact with staff, exhibitors, vendors, and the public.
- High level of accuracy and attention to detail in record-keeping, spreadsheet management, and data reconciliation.
- Advanced computer proficiency with Microsoft Office Suite, including Excel and PowerPoint; experience with ShoWorks or similar database systems preferred.
- Excellent problem-solving skills with the ability to troubleshoot issues, identify solutions, and communicate outcomes effectively.
- Strong time-management skills with the ability to efficiently prioritize workload and adapt to shifting deadlines and operational needs.
- Demonstrated flexibility and ability to multitask across a variety of administrative and event-support projects.
- Professional demeanor with a collaborative, energetic, and self-motivated approach; committed to supporting team and departmental needs.
- High degree of integrity, dependability, and accountability in handling confidential information, financial documentation, and departmental resources.

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 \$19.00 - \$24.00 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.