

Washington STATE FAIR®

Job Title: Vendor Services/Special Events Coordinator
Reports To: Vendor Services Manager
FLSA Status: Non-Exempt
Grade:
Department: Vendor Services
Revision: April 2022

Summary: Responsible for assisting the Vendor Services Manager and Commercial Space Coordinator in the recruitment and assignment of commercial space, food vendor operations, alcohol services and special events.

Essential Duties and Responsibilities:

Assist in recruitment and coordination of food and commercial space vendors for fairs and other yearly events.

Assist Vendor Services Manager with the development and execution of new and existing food and beverage event activities including:

- The Taste Cooks! Stage
- Beer, Wine or Spirits Sampling/Tasting Activations
- Food Vendor "Best Of" Awards

Develop marketing and recruitment collateral to attract new vendors to The Fair and other events.

Work with marketing and public relations team on creating digital content to promote commercial space sales and event awareness

Monitor and evaluate food operations and commercial exhibits.

Coordinate and provide support for food and alcohol operations with our Interim Events department including advancing events with the Superintendent of Alcohol Services.

Respond to requests from vendors and exhibitors during Fair time and special events, resolve conflicts and make adjustments, as necessary.

Cover switchboard according to schedule, as assigned.

Competency:

Must have the ability to work under pressure, problem solve, and resolve conflicts that may occur between commercial exhibitors, concessionaires, and/or Fair guests. Must have the ability to work independently and as a contributing member of the Fair team developing a positive atmosphere within the organization. Excellent organizational and communication skills, and high attention to detail.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The

requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

High school diploma, or equivalent, with up to one year of specialized training, and 1-3 years related experience in food, beverage or commercial space coordination; or equivalent combination of education and experience. Knowledge of Fair and department activities, and working knowledge of retail sales, merchandising, accounting and inventory control necessary.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge to operate computers and software such as Microsoft Office Suite, Word, Excel, Access, Outlook, and Event Business Management System.

Certificates and Licenses Required:

State of Washington Food Workers card
Class 12 MAST permit

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. During peak activity times, extra daily hours and periods with no days off may be required.

Schedule:

This position is full-time. During fairs and events, the weekly schedule may exceed 40 hours and include nights and weekends.