

## GRANDSTAND PRODUCTION COORDINATOR

The Washington State Fair Events Center is hiring a Grandstand Production Coordinator to execute a pivotal role in supporting, organizing, and planning the successful execution of grandstand shows during the Fair's Signature events. This position requires adept project and production coordination skills, specifically for events such as Spring Fair Motor Sports Mayhem, The Taste NW live entertainment stages, Washington State Fair Concert Series, Puyallup Rodeo, the Wrangler program, Fiestas Patrias, and other Fair-produced events. The role involves overseeing the build-out, contracting, scheduling, and readiness of grandstand events, as well as providing leadership and coordination for seasonal staff. The position will work closely with production partners, as well as ensure smooth event workflows, and continually strive to enhance all facets of live grandstand events. Additionally, the ideal candidate is a passionate live entertainment enthusiast with a keen interest in enhancing guest experiences, excelling in collaborative efforts with diverse work groups.

### ESSENTIAL JOB DUTIES

#### Grandstand Entertainment Responsibilities:

- The position is specifically responsible for ensuring successful show planning and coordination of Spring Fair Motor Sports Mayhem, The Taste NW Entertainment stages, the Washington State Fair Concert Series, Puyallup Rodeo, and Fiestas Patrias.
- Coordinate the processing and review of show offers, preparation of show confirmation sheets, venue operation/day sheets, and legal review of artists' contracts alongside riders.
- Provide support for entertainment buying, profit and loss forecasting, show researching, ticketing, and other related tasks as required.
- Oversee administrative tasks for the grandstand: department communications, schedules, attend production meetings, vendor meetings, site visits, contractor facilitation, purchase orders, work orders, and submitting check requests on time. Train and supervises interns and production assistants required for events. Maintain thorough records of grandstand files, contracts, and correspondence.
- Responsible for the Fair time personnel preparations (staffing, training, hiring, communications, credentials, etc.)
- Responsible for event time several key departments and contractors. Responsibilities include staffing, preparations, communications, contract processing and more.
- Prepare, communicate, and manage event load-in, build-out/installation, equipment, rental equipment and supply needs, and load-out schedules. Ensure show advancement: rider fulfillment, catering, dressing rooms, equipment, and liaise with production. Ensure annual review and readiness of the rider and tech packet.
- Assist Grandstand vendors with contract processing, preparing payments, and ensuring communications.
- Monitor and track Grandstand-related expenses and assist with budgeting.

#### Box Seat Responsibilities:

- Responsible for maintaining all season box seat information and records. Assist box seat holders with ticketing fulfillment, invoicing, payment, and all related transactions.
- Set up Season Boxes with the Box Office, order tickets, verify tickets, and distribute tickets to Season Box holders.

#### Rodeo Responsibilities:

- Coordinate all areas of the Rodeo, working with the Rodeo committee and chairperson as needed.
- Serve as liaison for the CGO, and Rodeo committee to the PRCA, Rodeo committees, and industry.
- Maintain all Rodeo correspondence and files e.g., memberships, sanctions, contracts, stock information, miscellaneous contract personnel, etc.
- Responsible for handling all Rodeo contracted personnel e.g. stock contractors, announcers, secretaries, timers, music, arena labor, bullfighters, clowns etc. from first inquiries to issuing contracts, making hotel reservations, appropriate credentials, and scheduling payment.
- Set up for all Rodeo performances, maps, sponsor tickets, and ticket sales with the box office.
- Coordinate medical staffing, ambulance, chiropractors, etc. for Rodeo performances.
- Work with the Sponsorship department, order rodeo sponsor signage and placement of arena/chute signs and flags, as well as the ordering and distribution of rodeo sponsor tickets.

### **Wrangler Responsibilities:**

- Ensures the annual Wrangler meeting schedule, charter, training, and topics. Schedule regular/monthly meetings and ensure good communication and correspondence.
- Maintain records and files for Wrangler memberships, keeping information current and invoice for membership dues each year. Ensure all equipment and supplies.
- Coordinate the annual Rodeo Breakfast with Wrangler support, and multi-team involvement, as well as obtain city permits and required insurance documents.
- Coordinate Wrangler Booster program and annual Wrangler dinner including invitations, catering, beverages, entertainment, etc.

### **General Department Responsibilities:**

- Perform general in-office duties, answering department phones, department coverage, maintaining records, running errands, and scheduling meetings, as needed. Assist in various meeting set-up and clean-up.
- Provide comprehensive administrative support to the CGO, fostering collaboration in planning to achieve success.
- Be detail-oriented and handle a wide variety of projects and needs with dueling priorities, with a high degree of professionalism discretion, and confidentiality.
- Continually learn and research best practices relating to live events, Rodeos, and entertainment. Build effective relationships with committee members and industry contacts.
- Assist with ongoing department expense tracking and reconciliation. Including monthly credit card settlement, end-of-the-year budget expense entry and review, budget planning, and capital tracking.
- Collaborate with Box office, marketing, PR, Sponsorship, Business Development and executive teams.
- Facilitate recurring vendor contractor execution, supporting the renewal of contracts, or securing competitive pricing through RFP.
- Support all five Fair Signature event planning and activations as needed.
- Develop or foster concepts for unique customer interactions or experiences with our events. Supports the development of and research of new entertainment and show options for live events.

### **IDEAL QUALIFICATIONS**

- Event management degree or the equivalent of four years of live entertainment and event production experience required. Highly proficient with live events and production.
- Live event management, production, and coordination. Experience in live event producing is desired.
- Must have excellent attention to detail and strong written and verbal communication skills.
- Very proficient with computers, spreadsheets, word processing, online cloud systems, and project management tools. Must have experience in Microsoft Office Suite with strong Excel and PowerPoint presentation skills. Must have basic accounting, expense/revenue/capital budgeting, and insurance experience.
- Ability to work well under pressure, handle a variety of tasks, and work independently with frequent interruptions.
- Capable of self-managing workload and schedule to meet project deadlines.
- Experience with project management and team collaboration is needed. Strong focus on details and a high degree of organizational skills.
- Exceptional people skills/skilled ability in public relations.
- Ability to handle numerous cash transactions for multiple programs and reconciling expenses with a high degree of accuracy.
- Ability to handle sensitive and confidential information and must maintain confidentiality in all matters.

### **COMPENSATION & BENEFITS**

The pay range for this position is \$26.00 to \$36.00/hourly based on an assessment of knowledge, skills and experience of the candidate offered. Employees are offered healthcare coverage options which include medical, dental, vision, long term disability insurance and are able to 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 cover letter and resume to [carid@thefair.com](mailto:carid@thefair.com) no later than May 10, 2024.