



**ALAMEDA  
COUNTY  
FAIRGROUNDS**  
P L E A S A N T O N

#### **POSITION ANNOUNCEMENT**

**POSITION:** Event Coordinator/Contract Specialist

**DATE OPENED:** May 12, 2017

**DATE CLOSED:** When filled

**SALARY:** Based on experience

#### **POSITION SUMMARY:**

This full-time, non-exempt position is responsible for legal consulting, contract development, budget supervision and onsite management of events. Candidate must have strong knowledge of event labor and equipment needs, sales and excellent communication skills. Must be able to write and present proposals effectively. This position will be responsible for contract development, review, revisions, and interpretation. A qualified candidate will have a legal background with event experience and must be able to work a flexible schedule including weekends.

#### **RESPONSIBILITIES:**

- Manage contracts to ensure timely execution, develop and review organizational contracts
- Provide legal consulting for the Alameda County Fairgrounds
- Event production including event decorating, event implementation, support staff requirements
- Maintenance of budget and accurate invoicing
- Coordinate across various departments to ensure event success
- Client management including proposal writing, contract negotiation, event production and conflict resolution
- Sell and book events within the parameters of an event calendar
- Prioritize multiple projects in a fast-paced, multi-faceted creative environment
- Develop layouts using event software
- Prepare and ensure timely execution of monthly schedules, work orders, insurance submissions, etc.
- Additional tasks, duties and projects as needed

#### **REQUIRED SKILLS:**

- Law Degree or at least two years' experience in contract development.
- 1-2 years of event management experience
- Exceptional communication skills including impeccable client interaction abilities
- Computer skills including: Word, Excel, PowerPoint. Event software applications a plus.
- Proven ability to learn new computer programs.
- Learn and gain basic knowledge of the electrical requirements for shows
- Ability to adapt to unforeseeable challenges and opportunities with a solution- oriented perspective
- Able to walk, sit and lift 20 lbs. as part of the day to day experience
- Able to provide assistance with decorating orders and other needs that promoters/vendors may request

The Alameda County Fair Association is a non-profit organization that manages the Alameda County Fairgrounds with over 3 million people in attendance at the many 350 events held each year. Home to the Annual Alameda County Fair and public and private events including large consumer and trade shows, festivals, corporate events, concerts, graduations, picnics, weddings and other social events.

Alameda County Fair Association is an Equal Opportunity Employer and encourages all qualified persons to apply.

#### **Please submit your resume to:**

jobs@alamedacountyfair.com

By fax: 925 426-5196

By mail: 4501 Pleasanton Avenue, Pleasanton CA 94566 Attn: Majella Ringor