**Job Title: Entertainment, Education and Program Manager**

**Opportunity:**

Join the Central Washington Fair Association Team in Yakima and be part of creating memories for one of Washington’s top fairs and event center. This new position will report to the VP of Marketing.

**Compensation:**

This is a salaried position and will be commensurate with education and/or experience.

**About:**

State Fair Park is home of the Central Washington State Fair, Yakima SunDome and Yakima County Baseball Stadium. This 125-area campus is the largest multi-purpose venue in Central Washington, hosting over 200 events annually. The annual Fair has been in existence for over 128 years celebrating the heritage and agriculture of the Yakima Valley.

**Summary:**

Responsible for developing programming for the annual fair and year-round events, creating educational programs and outreach, grounds entertainment and oversight of fair concessionaire program.

**Essential Duties and Responsibilities:**

- Develop special community programming and events that provide opportunities for community groups to be part of the annual fair
- Create and manage fair contesting that will drive community participation in a unique and fun way
- Collaborate with marketing and communications staff to assist in generating content and outreach to support activities from this department
- Identify and book community and grounds acts, buskers and special events/exhibits for the annual fair
- Work with fair planning team to develop programming ideas and theme activations
- Support the 4th of July Committee to develop new programming ideas that will increase attendance and revenues for this community event
- Administer, coordinate and produce contracts for fair-time space rental, special attractions, and food concessions to include invoicing and contracting
- Coordinate with appropriate departments for set-up of Fair. Assist in placement of food booths, monitor and evaluate food booths and concessionaires during the annual fair as well as grounds entertainment
- Develop working relationship with State Health Department and ensure concessionaires have information timely for health inspections and that all vendors are in compliance
- Obtain food safety training certificates as required
• Develop templates and database for exhibitors to manage event information
• Develop and manage department’s annual budget

Competency:
Excellent organizational, planning, attention to detail and can work cohesively with many partners and internal departments. Must be creative, innovative, professional, and have effective people skills with the ability to be diplomatic and resolve conflicts. Work well under pressure and makes decisions in a timely manner.

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.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

Education/Experience:
Bachelor’s degree (B.A.) from a four-year college or university; and a minimum of three years related experience; or equivalent combination of education and experience. Understanding of accounting, invoicing, marketing, salesmanship, administration, budgeting and developing and coordinating events.

Physical Demands:
The employee must occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to sit and or stand and or walk for long periods of time. The employee is frequently required to reach with hands and arms and to talk or hear. During peak activity times, extra daily hours and periods with minimal or no days off may be required.

Please submit your resume with cover letter outlining your experience and accomplishments related to this opportunity, along with providing your salary history for the past 3 years. Email your resume and cover letter to erinb@fairfun.com or mail your resume and cover letter to CWFA, attention: Erin, 1301 South Fair Avenue, Yakima WA 98901