

**Erie County Agricultural Society**

**Erie County Fair**

5600 McKinley Parkway  
Hamburg, New York 14075

**Job Description**

**Position:** Concessions Coordinator  
**Classification:** Full time, non-exempt  
**Reports to:** Concessions Manager  
**Supervises:** Seasonal Concessions Office Assistant

Resumes can be returned to [concessions@ecfair.org](mailto:concessions@ecfair.org).

**Job Summary:**

Manage administrative functions for the Concessions Department including a high level of vendor/concessionaire contact.

**Essential Functions:**

- Respond to inquires regarding exhibit and concessions contracts registration and licensing.
- Liaison with concessionaires, exhibitors and licensees.
- Oversee processing of daily department mail and correspondence.
- Issue and administer license agreement, monitor for product/service accuracy.
- Coordinate concessions insurance programs and related record keeping.
- Concessions promotion coordination with marketing staff.
- Oversee department printing and mailings.
- Assist with preparation of the department budget.
- Prepare and organize the final close out procedure with vendors and the accounting department.
- Ability to work additional hours during peak activity period in July and August.

**Additional Responsibilities:**

- Assist with tasks as assigned by either the immediate supervisor or the CEO.

**Qualifications:**

- Computer skills: experience with Microsoft Work, Excel, and Access. Experience with Ungerboeck Event Software is a plus.
- Good organization and interpersonal skills.
- Strong oral and written communication skills.
- Customer service experience.
- Must possess a team attitude
- IAFE CFE (Certified Fair Executive) or IAFE Institute of Fair Management graduate is a plus.
- Valid driver's license.

The above is intended to generally describe this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. A copy was provided to the employee on the date below.

Date \_\_\_\_\_ Signature \_\_\_\_\_ Name (print) \_\_\_\_\_