



The Northern Wisconsin State Fair Association is seeking qualified candidates to join our Management Team that will serve as a team member within the organization to ensure a high-performance, customer service-orientated work environment supporting the Association's vision, mission, and values.

The Northern Wisconsin State Fair Association, originally established in 1897, is a 501(c)(3) charitable organization hosting the Northern Wisconsin State Fair, an annual celebration highlighting exhibits, entertainment, and agricultural education learning opportunities.

JOB DESCRIPTION – FAIR VENDOR AND EVENTS MANAGER

Each year the Fairgrounds hosts around 40 events, with the largest events including the Northern Wisconsin State Fair (organized by NWSFA staff), One Fest, SpringFest, and Oktoberfest. This role will be the main point of contact with existing and new events held at the Northern Wisconsin State Fairgrounds, be the lead contact with Food, Merchandise, and Fair Vendors, and serve as the Fair's Interim Staff Manager. This position reports to the Executive Director and works closely with the Facilities Manager and other team members.

Primarily responsibilities include:

Primary Contact of Event Management for Non-Fair Events

Meet with existing event coordinators and recruit new events in a sales capacity recruiting new events being held at the Fairgrounds

Work closely with the Facilities Manager to communicate event needs

Provide walkthroughs of the buildings and grounds with event prospects, before and after contracted events

Accessible as needed as the main contact to monitor scheduled events, assist with needs, and troubleshoot problems

Manage event and client evaluation for settlement and invoicing

Update basic event information on the NWSFA website

Collaborate with Marketing Lead to uncovering promotional opportunities for publicly hosted events

Build relations with the area's Tourism Department leader serving as an area rental event facility representative and learn about possible event-focused grants and rental opportunities

Engaged team member supporting the Facilities Manager and Office Manager with Campground and Winter Storage logistical needs (including website, scheduling, and communication)

Support NWSF Office Manager working with the Fair's event ticketing vendor (Saffire) related to event-ticketing needs and Sponsor/Board of Directors/Honored Community Partners ticketing distribution

Involved with coordinating WEAU Front Porch Stage Entertainment and Contests

Work with Executive Director related to budget, applicable entertainment opportunities and recommended schedule offerings

Manage Food and Merchandise Vendors at the Northern Wisconsin State Fair

Recruit new vendors and Serve as the main point of contact answering questions related to registration, payment, and questions from existing and new Fair vendors, accepting applications and payment from vendors

Collaborate with Fair Vendor Team related to placement assignment and post-event evaluations

Interim/Seasonal Staff Manager

Working closely with the Fair Volunteer Coordinator to recruit, hire and train interim employees filling operational roles including Gate Admissions, Parking, and Bartending at the Fair and other events as needed

Skills and experience preferred, include:

- Prefer a degree related to Business Relations, Event Management, or any other relevant education or experience related to event management
- Possess strong organizational and problem-solving skills
- Possess planning, managing, and coordinating skills
- Must be a listener and possess a deep-thinking capacity
- Good communication and negotiating skills
- Ability to engage in multitasking effectively
- Ability to work well under pressure
- Must show strong management skills
- Experienced strong ability to take initiatives
- Possess strong interpersonal skills
- Able to work with a fast-paced team

Salary Dependent on Experience

Paid Time Off and 401K Employee Match

Opportunities for Professional Development Training within the Fair and Event Industry

Reports to Rusty Volk, CFE – NWSFA Executive Director

The above is intended to generally describe this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

To apply, send a cover letter and resume to NWSFA, 225 Edward Street, Chippewa Falls, WI 54729 or info@nwsfa.com, by Wednesday, August 10.