



Position: **Events Manager**

Position reports to: **Sales and Events Director**

Position Status: **Full-time Salary**

Job Summary

The Great Utah State Fair (Since 1856), a 501 C-3 non-profit, is currently seeking an experienced and energetic full-time Events Manager to oversee all non-fair events throughout the year. This position is also responsible for coordinating and overseeing food and beverage services for the facility.

We are looking for an individual that it's eager to learn, able to adapt under diverse circumstances quickly and above it all, a team player.

The Utah State Fair Corporation is a great institution that hosts a wide variety of events and community activities throughout the year. Its spaces represent a very important part of Utah's values and traditions that continues to bring people together over a century. If you like to think outside the box and excel at any challenges in a fast-paced environment that it's inclusive and appreciates talent, then we encourage you to apply.

Essential Duties and Responsibilities:

- Over-seeing day of operations of all Special events at the venue
- Perform tasks related to coordinating private and public events, including conducting site tours, provide information and coordinate events details with event/operations staff, etc.
- Maintain a photo log of events and happenings on the Fairpark
- Create floor plans for events using appropriate software
- Guide clients in preparation of events, explaining contract provisions, policies, and procedures
- Coordinates details of assigned accounts with client to complete Event Work Orders
- Schedule operations/event staff production bi-weekly or weekly meetings according to business demand to provide accurate information in preparation to the upcoming events
- Checks building/grounds setup prior to event and inspect facilities conditions after event ends and move-out/clean-up it's completed
- Conduct all follow-up, including receipt of signed contract, insurance certificate, setup diagram, electrical needs, any needed waivers, and damage deposit for each event
- Assist with final settlement, billings, and client satisfaction survey after events
- Make sure that all Food & Beverage meals, breaks, and receptions are on time and food presentation is up to standards by Fairpark catering partners
- Schedule food and beverage vendors along with premise concessionaire to work at public events
- Make sure that fire and safety codes are met during the planning, set-up, and actual event
- Schedule Post Event Meetings with all departments and clients as needed
- Close out files and return to Sales Director for survey results and future solicitation
- Keep and cultivate relationships with customers, vendors and Fairpark partners with professional and courteous demeanor
- Engages in ongoing, continuing education and proactive research on latest trends in events and venue management
- **To be flexible and performs other duties as assigned**

Qualifications/Requirements

- Education: Bachelor's degree in business, hospitality, culinary, facility management or a related field preferred/or an equivalent of three to five (3-5) years of related experience in Fairs, recreational parks, stadiums, convention, hotel, or theater, or other similar public assembly facility.
- Ability to speak with confidence and communicate effectively with members, staff, and the public
- Highly driven with the ability to think and act independently within guidelines and limitations of authority
- Ability to organize projects and to prioritize workflow, and to complete multiple tasks simultaneously and accurately
- Knowledge of Utah Liquor Laws, sales/inventory auditing, staff training, and experience handling food and beverage services
- Computer experience with word processing, spreadsheets, and various events software are encouraged
- Available to work overtime, nights, and holidays

Compensation and Benefits

Competitive Salary plus Attractive Incentive Plan

Excellent Retirement Options

Medical and Dental Benefits

Vacation and Paid Leave

Paid Holidays

Potential Relocation Assistance*

Educational Opportunities

**Term commitment required*

TO APPLY: Send a resume and cover letter to holli@utahstatefair.com