



Nebraska State Fair Job Posting Deputy of Sales

Does working in a team environment with the opportunity to contribute your talents to a cause much greater than yourself excite you? Then the Nebraska State Fair Sales Team may be the right team for you! We are seeking an enthusiastic, detail-oriented teammate with excellent communication skills. Please send cover letter, resume, and references to hevert@statefair.org.

POSITION SUMMARY

The Deputy of Sales will assist the Sales Director in workings for the annual Nebraska State Fair (NSF) and Aksarben Stock Show. The Deputy of Sales will assist with creation and upkeep on vendor contracts, payments, registries, insurance verifications, and multiple other documents. The Deputy of Sales will coordinate reservations for the Nebraska State Fair Campgrounds and the Antique Tractor Display area. The Deputy of Sales will run the Read & Win Prize Packet Program, and actively participate in other Sales Department, planning, documentation, events, tours, and troubleshooting. Deputy of Sales will also input information into the NSF website and mobile app to create the individual vendor pages with photos from previous year updated, State Fair Food Finder, Merch Search, other Program Partner listings.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Create, Print, Mail, Coordinate Renewals (350) and Contracts (350) for Vendors. Identifying information that correctly recognizes the offer and approval of each location, utility needs, and product descriptions.
- Process deposits and payments for booths, NSF campgrounds, and credit card transactions for other departments (sponsorship and administration).
- Perform reference checks for new applications, verify information about new applicants.
- Maintain knowledge and filing system of booth space Renewals, Contracts.
- Print, track, fulfill, and reconcile Exhibitor Ticket Order Forms - admission ticket orders for the facilities department, and the department's programming partners.
- Input applicable details into public access modules and searchable features on the NSF website.
- Prepare Antique Tractor invites & registration forms yearly. Attend Antique Tractor meetings.
- Invite all Sustainability leads to participate at Sustainability Pavilion.
- Assist in Vendor check-in by greeting and receiving vendors in person, verifying that all required documentation has been received and physically taking or directing the vendors to their location and confirm necessary utilities are available for set up.
- Process reservations and payments for the Nebraska State Fair campgrounds. Facilitate the transition of campground reservations to the on-site hosts at fair time.
- Coordinate Read & Win Prize Packages and Program by working with local libraries and vendors.
- Photo document and catalog the photos of booths at the annual event (350).
- Participate in regular staff meetings and take turn leading the meetings.
- Input the equipment orders into NSF software for assignment to appropriate fulfilling agency: State Fair Decorator, the Nebraska State Fair Operations Department, etc.
- Understand, update, and complete supply box orders for Building Superintendents, Tractor Display Volunteers, and Campgrounds Hosts.
- Create and send Thank You to Partners of the Facility Department (250-300).

- Prepare Outstanding Exhibitor Judging Forms, distribute Judging Packets to Judges, Collect completed packets, and Talley scores for winning booths. Photograph the distribution of award/prizes. Update website with yearly winners as soon as possible after awards have been distributed.
- Help organize the New & Unique Food Contest, help secure judges, prepare all paperwork needed for contest, line up contestants & judges and make sure all have needed paperwork such as admission tickets for judges before opening day of Fair. Update Website with award winners yearly right after contest is held.
- Participate in IAFE Zoom calls, zone 5 conferences, Commercial Exhibits and Concessions Committee meetings via Zoom & Thirsty Thursday Zoom calls.
- Assist in the Landscape Committee meetings & yearly flower planting in early June.