



NEBRASKA STATE FAIR POSITION

DESCRIPTION:Entertainment and Events Coordinator

As of February 22, 2022

Summary:

Reporting to the Entertainment & Events Director, the Entertainment and Events Coordinator will assist in Event planning and Event execution, and will coordinate Nebraska based events for the 2022 Nebraska State Fair(event). A successful candidate will have a background in event planning and execution.

Duties and essential job functions:

- Maintain a culture that fosters Nebraska State Fair mission and values to be an exhibition focused on agriculture and educational experiences that promote families, fun, and Nebraska pride.
- Engage with current and prospective Nebraska Partners to plan, finalize, and execute the Local Entertainment Plan Events.
- Perform a Lead Role in the following events: Activity Acres, Marching Bands, and Nebraska's Largest Classroom.
- Perform Support Role for the following events: Daily Celebration Parades, Veteran's Day Celebration Parade, Queen Meet N Greet, Cheer & Dance, and Grand Marshal Program.
- Provide creative ideas for events.
- Identify, communicate and facilitate logistic needs for timely and efficient Event execution.
- Identify, create, and communicate support materials for Local Events Marketing.
- Identify logistic needs in NSF Event Software program for fulfillment.
- Participate in Staff Meetings no less than two times per month.
- Prepare Event evaluation for each event within the Local Event Plan.

Additional Job Duties:

- Perform a supporting role for limited, key Events that are led by NSF Staff Team.
- Provide regular updates of planning to Entertainment and Events Director and Staff Team.
- Must have the ability to read, follow, and implement budget controls within Events Department.

Education and/or Experience:

- Experience in event planning, marketing or related business field.
- Experience with Microsoft Office
- Excellent verbal and written communication skills

Minimum Qualifications:

- Must follow basic safety requirements.
- Must be able to occasionally lift up to 50 lbs., while performing the duties of this job, the Intern is required to stand for long periods of time; frequently walk or move about the property, be able to lift or assist in lifting and transporting objects such as tables, chairs, boxes, platforms, etc.
- Requires climbing stairs and maneuvering equipment in and out of rooms, hallways, and buildings.
- Must be able to work nights, weekends, and holidays, as needed; including working on-property every day August 22 – September 6, 2022. A normal work week will be 20-40 hours.
- Current valid driver's license and be insurable to drive.
- Strong verbal and written communication skills.
- Must be driven, confident, organized and an accomplished problem-solver.
- Able and willing to work cooperatively with other team members.

Nebraska State Fair is an equal opportunity employer. Submit resume and cover letter to Entertainment & Events Director, Nebraska State Fair at kschulz@statefair.org.