



Aksarben
Stock Show



**Seasonal Position
Operations Coordinator
As of August 2022 to September 2022**

I. OVERVIEW

This position reports to the Director of Operations. The Operations Coordinator is responsible for event set up and general maintenance. Primary duties include directing labor during set up and tear down of the Nebraska State Fair.

A. Operations Coordinator

- Coordinate the radio traffic between request, prioritize, and send out appropriate person or group
- Coordinate Event set up, and tear down, which includes livestock pens
- Coordinate Set up of tables, chairs, and stages for banquets and dinners
- Coordinate display cases, shuttles, and other items with Competitive Exhibits Team
- Coordinate Use of skid loaders, forklifts, pallet jacks

II. OTHER DUTIES AS ASSIGNED

This position performs a variety of other duties as assigned by Director of Operations, including special projects, and other duties in support of Nebraska State Fair, and Aksarben Stock Show.

III. EDUCATION & EXPERIENCE

This position requires the ability to work independently as well as in a team. Ability to communicate well via phone, radio, email. Prior event or job coordination would be preferred. Training will be available.

IV. ACCOUNTABILITY

This position is accountable to the Director of Operations. All work is covered by established guidelines and the Director of Operations is available for guidance.

V. INDEPENDENCE OF ACTION

This position works within established Nebraska State Fair guidelines and policies. This position operates independently while assigning tasks.

VI. WORK ENVIRONMENT/PHYSICAL DEMANDS

Work is performed in a fast-paced environment. Physical requirements include the ability to sit, reach, bend, lift and operate equipment in the performance of duties. May be required to work long days and long hours prior to and during Nebraska State Fair, and Aksarben Stock Show. Should be prepared to work at least a 14-day consecutive work day period if warranted.