



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: EVENT/SPONSORSHIP COORDINATOR

DEPARTMENT: FAIRGROUNDS

If you have any questions about this position vacancy please call: 406-758-5810

NUMBER OF POSITIONS OPEN: 1

FULL TIME REGULAR
(YEAR ROUND POSITION)

PART TIME SEASONAL

TEMPORARY

STARTING WAGE: \$19.51 per hour

SALARY AT:

1 Year Step \$20.29 per hour

2 Year Step \$21.10 per hour

3 Year Step \$21.52 per hour

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION.

Additional information:

Monday - Friday 8:00am to 5:00pm

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:

https://flathead.mt.gov/human_resources/apply/

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employee's knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title: Event / Sponsorship Coordinator	Job Code: 05410
Department: Fairgrounds	Pay Grade: Stnd 22
Reports to: Fairgrounds Manager	FLSA Status: <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

Department Overview: The Flathead County Fairgrounds oversees a multi-use facility and produces the annual NW Montana Fair & Rodeo. Business components of the fairgrounds include contract production and oversight for a wide variety of facility use types, financial controls, risk mitigation, public communications, facility maintenance and improvements. The fairground respects its history of 110+ years while working diligently to be reflect current market needs and trends.

Job Summary: Under the supervision of the Fairgrounds Manager, the position will assist with event and sponsorship coordination, financial reporting, and administrative activities of the department.

Essential Functions (Major Duties of Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Serves as the Fairgrounds primary coordinator of events and program logistic details relating to facility use and Fair programming.
- Prepares event agreements for signature, account reports, and adheres to budget and fiscal policies.
- Reconciles, balances, and prepares deposits from a variety of revenue sources.
- Coordinates and communicates equipment and support resources for events and programs.
- Effectively communicates with facility users, establishes procedures, and supervision of processes for compliance by others.
- Works closely with potential customers and user groups to create and coordinate facility use.
- Research and develop a list of potential sponsors for both Fair and Non-Fair events and facility.
- Develop and maintain relationship with existing and potential sponsorship clients.
- Assist in preparing promotional and sponsorship materials for the Fair.
- Uses a wide variety of tools to promote activities, programs, and functions of the Fairgrounds effectively, creating successful results.
- Activity based and/or monthly monitoring with reporting to Fairgrounds Manager of activities.
- Handles facility scheduling, contracting, ensuring compliance of all requirements, and timely communication internal and external of department for all event and facility use.

- Performs clerical and administrative work answering phones, referring messages, receiving the public, providing outstanding customer service, entering data and word processing in support of department functions and objectives.
- Set up and maintain files and records ensuring organization, completeness, and accuracy of all administrative contracts, documents, files, and records for efficient operation of a small but busy office.
- May conduct special projects for the Fairgrounds Manager.
- Composes professional correspondence to a wide variety of users including letters, e-mails, reports and memos.
- Plan, establish priorities, schedule, and oversee work of seasonal office support staff.

Non-Essential Functions:

- Attend workshops, seminars and educational session to keep updated on changes in assigned area of fair and department responsibilities.
- Perform other duties as assigned including but not limited to managing special projects, coordinating public meetings, attending meetings and conferences, providing backup for other staff, participating in training and continuing education opportunities.

Physical Demands and Working Conditions:

Work is primarily performed in an office environment with frequent review of building or program arrangements and layouts outside of the main office. Typical range of motion and physical agility associated with the operation of office equipment is required.

Night, weekend, and extended work hours may be required during activity periods.

Supervision Exercised:

This position may supervise seasonal and temporary employees that coordinate with this position.

Knowledge, Skills, and Abilities:

- Knowledge of sound accounting principles.
- Skill in the use of various office machines with a high level of proficiency.
- Knowledge of modern office methods and equipment, including filing and organization techniques.
- Knowledge of contemporary computer usage including word processing, spreadsheets, databases, and online software functions.
- Knowledge of business English, spelling, composition, and grammar.
- Knowledge or ability to learn of the duties and responsibilities of fairground operations.
- Ability to maintain good working relationships with public, service providers, and staff members.
- Ability to perform complex administrative work and deal with administrative detail.
- Ability to make complex mathematical computations.
- Ability to communicate effectively verbally and in writing.
- Ability to act professionally with initiative, discretion, and good judgement.
- Able to organization of processes, data flow, material, and functions efficiently.
- Ability to work independently and within a team environment.

Education and Experience:

The job requires education and experience equivalent to a high school diploma or GED equivalent with specialized course work in general office practices and two (2) years of event and/or Sponsorship coordination experience, or any combination of education and experience which indicates possession of the knowledge, skills and abilities listed.

Action	Date	Reference
Adopted	07/12/22	Commissioners' Minutes

