



POSITION ANNOUNCEMENT

POSITION: Business Operations Intern

SALARY: \$12 per hour

DATE OPEN: April 3, 2018

DATE CLOSED: Until filled

You know you love the fair, why not work here?

POSITION DESCRIPTION

This is a seasonal, part time position beginning in April and concluding in early July. It is approximately 10 to 15 hours per week increasing to 20+ hours per week during our annual Fair (June 15 to July 8). This position provides support for admissions and ticketing for the annual Alameda County Fair. This opportunity provides practical, hands-on work experience in the Fair Industry. A qualified candidate is an organized and a deadline conscious worker who has the ability to handle multiple projects effectively. The ideal candidate is detail oriented with good computer and customer service skills.

RESPONSIBILITIES:

- Key role in Advance Ticket distribution, including tickets for Summer Learning Fun
- Sorting, fulfillment and distribution of all advance tickets and passes
- Scheduling and conducting employment interviews
- Organizing and maintaining of ticket and parking distribution log
- Coordinating of sales and fulfillment for racing box seats
- Assisting Box Office Supervisor in day-to-day operations meeting all fair time admission and box office needs
- Other duties as assigned

QUALIFICATIONS:

- Must be at least 18 years of age or older
- Proficient in the Microsoft Office Suite
- Experience handling multiple projects with varying deadlines
- Effective communication skills both verbal and written
- Excellent organizational skills
- Team player
- Detail oriented
- Proven ability to work well in a fast paced environment
- Bookkeeping or auditing experience a plus

Alameda County Fair Association, a non-profit organization, is an Equal Opportunity Employer and encourages all qualified persons to apply.

To apply send resume to Majella Ringor, Alameda County Fair Association, 4501 Pleasanton Avenue, Pleasanton Ca. 94566 or Fax (925) 426-5192 or e-mail to jobs@alamedacountyfair.com