



**POSITION:** Event Coordination Intern  
**SALARY:** \$18 per hour  
**AVAILABLE:** April 2024 through July 2024

**POSITION DESCRIPTION:**

This is a seasonal, part time position beginning in April and concluding at the end of July. It is approximately 16-25 hours per week increasing to 35-40 hours per week during our annual Fair (June 16-July 9). This is an excellent opportunity for an individual eager to learn more about the event sales and events operations. This position supports the Event Sales department in their day-to-day operations during the Fair. Working early, late and/or weekend shifts as needed is required. A qualified candidate is an experienced and confident sales person who is organized and deadline conscious. The ability to handle multiple projects effectively is essential for success.

We are looking for a dedicated team player with great people skills and a “can-do” attitude who is interested in putting knowledge to action in this fast-paced environment.

**RESPONSIBILITIES:**

- Support the planning, implementation and operation of Trackside Terrace and Sky Lounge
- Provide exceptional customer service to our VIP’s Guests and Sponsors
- Assist with Commercial Vendor needs
- Provide support in concert and grandstand venues
- Assist Event Coordinators with daily tasks
- Provide support in other departments as needed

**YOU WILL BRING:**

- Motivated, professional demeanor
- Excellent communication and writing skills
- Sales background preferred
- Proficient in Microsoft Office Suite, Google Drive, SharePoint, and Dropbox
- Money handling experience
- Ability to handle multiple projects with varying deadlines
- Team player attitude
- Proven attention to detail
- Demonstrated ability to work independently in a fast-paced environment
- Excellent organizational skills
- Ability to lift up to 30 lbs.

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 Traci Brumm, Alameda County Fair Association,**

**4501 Pleasanton Avenue, Pleasanton Ca. 94566 or Fax (925) 426-5192 or e-mail to [jobs@lamedacountyfair.com](mailto:jobs@lamedacountyfair.com)**