



Waukesha County Fair Job Description

Commercial/Vendor Coordinator

Job Description

Our evolving Waukesha County Fair is immediately seeking a motivated Commercial/Vendor Coordinator with excellent interpersonal, communications, and organizational skills to facilitate and coordinate between the Executive Director, Commercial Director, Commercial Committee, and vendors collectively. This exciting role has many facets that include reviewing vendor agreements/requirements, data entry and clerical duties, vendor/fair logistics, indoor/outdoor work capabilities, along with the ability to troubleshoot situations positively and effectively in a team environment. Additionally, this opportunity fosters a variety of relationships both with our Fair team, vendors, sponsor partners, & more. Ultimately we are offering a flexible role with more demanding commitments leading up to two months prior, week of, and week following the Fair event.

Responsibilities

- Communicate details of vendor agreements and all pertinent images, references, and necessary knowledge to Executive Director and Commercial Director to relay to the Commercial Committee.
- Receive and process agreements informing vendors regarding acceptance or non-acceptance in a timely manner regarding the upcoming event.
- Implement, communicate, and enforce Waukesha County Fair Commercial Vendor Rules in accordance with all vendor agreements.
- Account and follow up on any necessary details, reminders, and materials necessary to fulfill the rules and obligations of all approved vendors.
- Maintain sustainable and productive relationships with existing vendors.
- Create logs, spreadsheets, folders, and/or binders of vendor materials for ease of event facilitation and execution of vendor requests, operational needs, and set-up.
 - Accountability of presale ticket sales to vendors.
 - Maintain & execute a Will Call collection station for vendors.
 - Collaborate with Admissions on vendor entry accountability.
- Facilitate outreach, accountability, and execution of event beverage orders for vendors and event committees prior, throughout, and following the event. (sales, daily reconciliation, daily deposits, etc.)
- Facilitate outreach, accountability, and execution of ice orders for vendors and event committees prior, throughout, and following the event. (sales, daily reconciliation, daily deposits, etc.)
- Organize and facilitate check-in materials for vendors upon arrival to event for effective operations.
- Follow up on vendors, booth locations, products, guest service, and operations throughout event on a regular basis in conjunction with the Commercial Committee to assure compliance with all rules, times, and providing a quality fairgoer experience.
- Accurately account and set-up for commissions reconciled on a daily basis.
- Wheelchair rentals and returns during event.

- Assist in closing of vendor buildings each evening during the course of the event.
- Assist and collaborate with VIP hospitality each afternoon/evening of the event.
- Ensure that all financial obligations are accurately accounted for, executed, and/or charged in correspondence with invoicing completed with Executive Director.
- Develop listing of vendor offerings and share fully executed document with imagery to Executive Director for marketing and promotion.
- Collect, prepare, and distribute monthly relevant Commercial information to the Commercial Committee after consulting with Commercial Director and Executive Director.
- Engage and foster new ideas; Make cold calls and outreach to attain and attract new vendors.
- Facilitate and correspond regularly through phone, email, and in person interaction communication of vendor inquiries to help streamline seamless operations.
- Troubleshoot any challenges and communicate with Commercial Director and Executive Director any issues and effective resolutions.
- Create event summary along with data and analytics reflecting impact as well as year to year results comparison.
- Promote and advocate for the Fair, our partnerships, and our mission on a daily basis.
- Present and fully engaged entire run of event as well as weekend before and week after.

Requirements

- Independent and motivated work ethic with positive outlook.
- Reliable, dependable, and committed.
- Able to adjust to adversity and high pressure situations (work/thrive in a fast-paced, rapidly changing work environment).
- Team oriented and goal driven.
- Excellent organizational skills to work independently and manage projects with many moving parts. (Ability to multi-task efficiently)
- Excellent written and oral communication skills.
- Excellent interpersonal skills, customer service, and patience.
- Willingness to learn and open to new direction.
- Active and well-rounded interest in community events.
- Working knowledge of Microsoft Office programs, specifically Word, Outlook, and Excel.
 - Access knowledge is a plus.
- Efficient mathematical and cash handling skills appreciated.
- Working knowledge of register usage and reporting both cash register and digital POS systems is a plus.
- Affluent with reference check capabilities and best research practices.
- Social platforms to have working knowledge: Facebook, Twitter, Instagram.
Linked In & Tik-Tok are a plus.