



# Waukesha County Fair Job Description

## Picnic Coordinator & Fair Office Assistant

### Job Description

Our evolving Waukesha County Fair is immediately seeking a motivated Picnic Coordinator/ Fair Office Assistant with excellent interpersonal, communications, and organizational skills to facilitate and coordinate between the Executive Director, Fair Board, Fair Committee members, and Picnic Partners collectively. This exciting role has many facets that include reviewing picnic agreements/requirements, data entry and clerical duties, picnic layout/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, picnic 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 picnic agreements and all pertinent images, references, and necessary knowledge to Executive Director and Fair Picnic Director to relay to our Picnic Partners & more.
- Receive and process materials informing picnic partners regarding event details in a timely manner regarding the upcoming event.
- Implement, communicate, and enforce Waukesha County Fair details in accordance with all picnic agreements.
- Account and follow up on any necessary details, reminders, and materials necessary to fulfill the rules and obligations of all approved picnic partners.
- Maintain sustainable and productive relationships with existing picnic partners and the general public.
- Create logs, spreadsheets, folders, and/or binders of picnic materials for ease of event facilitation and execution of picnic partner requests, operational needs, and set-up.
  - Accountability of presale ticket sales to picnic partners.
  - Maintain & execute all parts of agreements with picnic partners, caterers, added special integrations & more.
  - Collaborate with Admissions on picnic, caterer, & any added special event entry accountability & details.
- Facilitate outreach, accountability, and execution of picnic beverage orders prior, throughout, and following the event. (sales, daily reconciliation, deposits, etc.)
- Facilitate outreach, accountability, and execution of layout for picnics prior, throughout, and following the event.
- Organize and facilitate check-in materials for picnic partners upon arrival to event for effective operations.
- Follow up on picnic partners, locations, necessary products, guest service, and operations throughout event on a regular basis in conjunction with the Executive Director and Fair Picnic Director to assure compliance with all rules, times, and providing a quality picnic experience.
- Accurately account and track picnic partner inventory usage as necessary. (beverages, ice, tickets, wristbands, etc.)

- Assist in set-up of picnic tents prior to & during the course of the event.
- Ensure that all financial obligations are accurately accounted for, executed, and/or charged in correspondence with invoicing completed with Executive Director.
- Collect and prepare relevant Picnic information after consulting with Fair Picnic Director and Executive Director.
- Engage and foster new ideas; Make cold calls and outreach to attain and attract new picnic partners.
- Facilitate and correspond regularly through phone, email, and in person interaction communication of Picnic Partner inquiries to help streamline seamless operations.
- Troubleshoot any challenges and communicate with Fair Picnic Director and Executive Director any issues and effective resolutions.
- Create event summary along with data and analytics reflecting impact as well as feedback for overall evaluation of picnic experience.
- 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.
- Ability to work in an indoor & outdoor environment exposed to the elements.
- Ability to physically lift up to 25-30lbs.
- Working knowledge of Microsoft Office programs, specifically Word, Outlook, and Excel.
- 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, Instagram.  
Linked In & Tik-Tok are a plus.