POSITION ANNOUNCEMENT

POSITION: Full Time Event Set Up
DATE OPENED: August 21, 2014
DATE CLOSED: When filled
SALARY: $14.00/hour

POSITION SUMMARY:
This is a Full-Time, Non-Exempt position with a usual work schedule of Thursday through Monday. Candidate must be flexible to work any shift, including the late shift if necessary. This position requires heavy lifting and the ability to work well with the promoters, public and the event staff. A valid Class B license holder is desirable and would receive additional compensation.

RESPONSIBILITIES:
- Work closely with a team of event sales and services staff
- Setup and tear down events.
- Plan and set up pipe and drape
- Set up carpet, tables and chairs.
- Spot trailers for exhibitors
- Assist Promoters and Vendors during events
- Other duties as assigned

REQUIRED SKILLS:
- Good Communication skills
- 5 years’ experience working in a large event venue
- Good customer service skills
- Ability to work a flexible schedule including nights and weekends
- Forklift experience
- Ability to lift 50 lbs.
- Must be able to stand for long periods of time with continuous bending and twisting
- Problem solving skills
- Ability to work with as team and independently
- Computer skills
- Leadership skills

The Alameda County Fair Association is a non-profit organization that manages the Alameda County Fairgrounds with over 3 million people in attendance at the many 350 events held each year. Home to the Annual Alameda County Fair and public and private events including large consumer and trade shows, festivals, corporate events, concerts, graduations, picnics, weddings and other social events.

Alameda County Fair Association is an Equal Opportunity Employer and encourages all qualified persons to apply.

Please submit your resume to:
jobs@alamedacountyfair.com
By fax: 925 426-5196
By mail: 4501 Pleasanton Avenue, Pleasanton CA 94566 Attn: Majella Ringor