POSITION ANNOUNCEMENT

POSITION: Event Set Up On Calls
DATE OPENED: August 8, 2014
DATE CLOSED: When filled
SALARY: $12.00/hour

The Alameda County Fair Association is a non-profit organization that manages the Alameda County Fairgrounds with over 3 million people in attendance at over 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.

POSITION SUMMARY:
This is an on-call position and 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. This position requires good communication skills and must speak and understand English and speak and understand some Spanish.

RESPONSIBILITIES:
- Work with a team of Event Sales and Services Staff
- Set up and tear down events
- Plan and set up and tear down booth pipe and drape
- Plan and set up carpet, tables and chairs
- Assist Promoters and Vendors during events
- All other duties as assigned

REQUIRED SKILLS:
- Good Communication Skills
- Good Customer Service Skills
- Ability to work a flexible schedule including weekends and nights
- Problem solving skills
- Ability to work with a team and independently
- Computers Skills

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