Millard County
Job Description

Title: Fair/Event Coordinator  
Code: 75-4192

Division: Administration  
Effective Date: 10/22

Department: Tourism  
Last Revised: 10/22

GENERAL PURPOSE
Performs a variety of supervisory and administrative duties related to the planning, organizing, directing, and coordination of the Millard County Fair and other Millard County sponsored events including but not limited to; The Days of the Old West Rodeo, Millard County Junior Livestock Show, National UTV Jamboree, Old Capitol Arts Festival and Living History Festival.

SUPERVISION RECEIVED
Reports directly to the Millard County Tourism Director.

SUPERVISION EXERCISED
Provides close to general supervision to county personnel and volunteers who are performing duties related to Millard County sponsored events.

ESSENTIAL FUNCTIONS
Organize, prepare, coordinate and direct all aspects of the Millard County Fair and other county events working closely to assist committees, boards, volunteers, sponsors, vendors, etc.

Oversee volunteer recruitment, selection, training and monitoring in relation to the Millard County Fair and various events. Works with Auditor’s Office to ensure proper volunteer paperwork is filled out.

Work closely with the Millard County Recreation and Maintenance Departments and the Sheriff's Office to coordinate schedules in order to prepare buildings, grounds and work through other logistical needs for all events.

Develop working relationships with various event organizers, and local clubs, groups, and associations throughout Millard County and the State.

Solicit revenue generating events to Millard County; promote Millard County events, facilities, and attractions. Promote Film Ready Utah.

Prepare rental contracts for events and vendors; ensure necessary liability insurance is in place with the assistance of the Millard County Attorney’s Office.

Coordinate scheduling, marketing, and soliciting sponsorships for the Millard County Fair and other events.

Responsible to create, update, and manage all avenues of marketing, promotions, and content; Keep Tourism website updated and promote Millard County via all media outlets i.e.; social media, website, television, radio, and newspaper); develop and distribute brochures, flyers, press releases, and other promotional materials.

Required to work multiple nights and weekends.

Performs various day-to-day administrative functions; Helps prepare and administer departmental budgets for the Millard County Fair and other Events.
Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
   A. Graduation from high school; AND
   B. 3 years practical experience performing above or related duties.
   OR
   C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

   Some knowledge of various computer applications such as Microsoft Office Suite and/or Corel Office Suite; general bookkeeping; maintenance of comprehensive records and files.

   Extensive Knowledge of Tourism industry and tourism sites within Millard County and surrounding areas, including campsites, lodging, dining, historical sites, etc. Knowledge and Understanding of State Statute regarding TRT and TRCC tax and how those funds can be administered.

   Skilled in written and oral communication; basic grant writing and grant administration.

   Ability to type 40 wpm high with accuracy; work independently with little supervision and follow directions carefully; exercise initiative, independent judgement and act resourcefully under varying conditions; maintain effective working relationships with fellow employees, elected officials, and other agencies of the public; work on multiple projects simultaneously in a fast-paced and challenging environment; follow projects to completion and meet deadlines; deal with the public courteously and professionally.

3. Special Qualifications and Other Requirements:

   Must acknowledge annual statement of ethical conduct.
   Must comply with all Millard County policies and procedures.
   Must Possess a Valid Drivers License

4. Work Environment:

   Incumbents of the position perform some duties in a typical office setting with appropriate climate controls. Many tasks require variety of physical activities, periodically involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Talking, hearing and seeing essential to performance of essential duties. Periodic exposure to outside weather conditions. Mental application utilizes memory for details, emotional stability and discriminating thinking. Frequent travel required in course of performing portions of job functions.

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Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I __________________________ have reviewed the above job description. Date:_____

(Employee)