



POSITION OPENING

Special Events Manager

POSITION DESCRIPTION

The Wisconsin State Fair is seeking a **Special Events Manager**. If you have special events, event planning, and hospitality experience, as well as a passion for the Wisconsin State Fair and the event industry, you may be the right person to join our team! The Wisconsin State Fair Entertainment and Special Events team is responsible for coordinating and executing all of the entertainment and special events during the annual Wisconsin State Fair and Harvest Fair.

EMPLOYMENT TYPE

This position is an unclassified Limited Term Employment (LTE) position within the State of Wisconsin employment system, working an average of 40 hours per week throughout the calendar year.

COMPENSATION & BENEFITS

Hourly wage commensurate with experience. A comprehensive benefits package, including pension, health and dental insurance, life insurance, and disability insurance, among others is available after a minimum employment period is met. Paid vacation and paid holidays are not currently part of the benefits package.

WHO CAN APPLY

This position is open to all qualified candidates who meet the outlined criteria.

ESSENTIAL FUNCTIONS

- Collaborate with Senior Director of Entertainment and Special Events to plan, coordinate and execute all logistics for entertainers, attractions, special events and sponsor-related activations during the Wisconsin State Fair
- Create, develop and execute all special events, contests and competitions for the Wisconsin State Fair and Harvest Fair
- Assist Senior Director of Entertainment and Special Events in the executing of contracts, riders and addendums of entertainers and attractions
- Facilitate meetings with entertainers, sponsors, media partners, etc. regarding various events and promotions
- Lead and assist with on-site execution of all entertainers, attractions and various sponsor related promotions including event set up, lifting of event materials, signage installation, and other physical labor as needed
- Responsible for the organization and distribution of credentials, tickets and passes to entertainers, media partners and sponsors
- Coordination and execution of on-site entertainer transportation services during the Wisconsin State Fair

- Lead, coordinate and instruct summer Special Events Coordinators
- Assist the Communications, Marketing and Sponsorship departments with aspects of ticketing, concert marketing, social media campaigns and related media promotions
- Assist Senior Director of Entertainment and Special Events with other entertainment and special events related duties including note taking, follow up, research, etc.
- Ensure positive communication within the Entertainment and Special Events Department as a whole, including accurate note taking and distribution at departmental meetings and various administrative tasks associated with the department as needed

QUALIFICATIONS:

- Bachelor's Degree in Marketing, Business Administration, Event Management or related field preferred
- Project management skills and strong planning, time management, organizational and administrative skills required
- Proficiency in all Microsoft Office Programs, including Outlook
- Event planning and execution experience a plus
- Strong attention to detail and customer service
- Highly developed writing, editing and proofing skills
- Exceptional interpersonal communication skills
- Strong analytical skills with the ability to summarize and effectively communicate results
- Ability to withstand an ever-changing, fast-paced environment, remain calm under pressure and maintain a positive, can-do attitude

SPECIAL NOTES

Candidate must be able to work all 11 days of the annual Wisconsin State Fair; for 2018 these dates are August 2 – 12, 2018. Prior to appointment to this position, the candidate will be subject to a comprehensive criminal background check.

TO APPLY

Please submit resume and cover letter via email to HR@wistatefair.com with the subject line "Special Events Manager." If all of the above requested items are available via a personal website, please send specific links to each item. Applications must be received by **5pm on Monday, June 25, 2018.**

COMPANY DESCRIPTION

Wisconsin State Fair Park is a year-round entertainment venue hosting activities, events, meetings and more throughout the four seasons. Home to the Exposition Center, Tommy G. Thompson Youth Center, the Milwaukee Mile Speedway, Products Pavilion and many other facilities, hundreds of events are held at the Fair Park each year. Perhaps the most notable and certainly the signature event, the Wisconsin State Fair, welcomes more than one million Fairgoers over 11 summer days. Visit www.wistatefair.com for more information.

Wisconsin State Fair Park's central location within the largest metro area in Wisconsin makes it a desirable place to work, live and play. As a world-class city, Milwaukee and the Greater Milwaukee Area are full of opportunities galore for living, working and playing. Visit www.discovermilwaukee.com for more information.

All Limited Term and Seasonal Employment Positions, including those for the annual Wisconsin State Fair, require Wisconsin Residency, as defined in § 6.10(1), at the time of application and throughout employment with Wisconsin State Fair Park.

Wisconsin State Fair Park is an Equal Opportunity Employer