



POSITION OPENING

Vendor Services Operations & Communications Coordinator

POSITION SUMMARY

Under the general direction of the Director of Vendor Services of Wisconsin State Fair Park (WSFP), this position serves as a member of the Vendor Services Department.

This position is responsible for the organizational operations within the department including but not limited to agreement generation, tracking of required documents, upkeep of data entry within department files and assistance with evaluation process of all vendors. Support director and manager(s) as needed in recruitment, selection, retention, and compliance of all vendors for the annual Wisconsin State Fair (WSF) and Harvest Fair (HF). The main objective of this position involves supporting the Vendor Services team in ensuring space is filled with the highest quality vendors as well as ensuring a positive vendor experience. This position holds vital responsibilities in vendor communications and correspondence including but not limited to the internal and external department communications and evaluations.

EMPLOYMENT TYPE

This position is an unclassified, Dual-Limited Term Employment (LTE) position within the State of Wisconsin employment system, working an average of 40 hours per week throughout the calendar year. Annual hours worked will not exceed 2,078.

COMPENSATION & BENEFITS

The starting wage for this role will be \$21.00 per hour. A comprehensive fringe benefits package, including health and dental insurance, life insurance, and disability insurance is available after a minimum employment period is met. Annual hours worked will not exceed 2,078. **Paid time off for vacation, holidays, etc. is *not* included as part of the benefits package.**

WHO CAN APPLY

This position is open to all internal WSFP staff who meet the outlined criteria.

ESSENTIAL FUNCTIONS

Vendor and Supplier Communications

- Assist Director of Vendor Services and Managers in internal and external Vendor and supplier communications for WSF and HF
- Ensure vendors and suppliers are provided with the information and materials needed to operate within the parameters of the WSFP Vendor Manual and State of Wisconsin Administrative Code
- Assist in the generation, execution and fulfillment of Vendor agreements

Vendor Evaluations

- Assist Vendor Managers with creation and execution of annual Vendor evaluations
- Compile and analyze data regarding Vendor evaluation scores and present to the Director of Vendor Services and Managers to guide decisions regarding Vendor improvements and returns

Vendor Promotions

- Assist the Vendor Services Coordinator with planning and execution of Vendor marketing promotions and competitions as related to Wisconsin State Fair and Harvest Fair including: the Bargain Book, Crazy Grazin', Food Finder, Food Lists, Sporkies/Drinkies and Daily Schedule
- Assist with compilation and maintenance of guest services materials as it pertains to all vendors for WSF and HF

Vendor selection, placement, license agreements and compliance

- Assist with reviewing vendor evaluations annually to help identify Vendors who will not be invited back or require improvement, notify Vendors of any decisions made
- Work hand in hand with the Vendor Services Account Managers regarding recruitment and programming
- Assist with appraising incoming Vendor applications and determine which applications have the potential to become Vendors based on proliferation of product, space availability, experience, references and appearance of booth/space
- Assist with answering questions from incoming Vendors in preparation to generate Vendor License Agreements (VLA's)
- Assist with generation, execution and fulfillment of VLA's for WSF and HF
- In conjunction with the Director of Vendor Services and Managers, work with the WSFP Facilities Department to ensure proper electrical, water, sanitary, and waste disposal throughout the Park
- Assist Business Office in collecting aged receivables for WSF and HF diligently

Parking

- Assist with Vendor parking distribution and tracking
- Assist as a liaison between the Vendor Services Department and the Event Services Department regarding parking operations and assignments

Non-Fair Events

- Assist with data entry and license agreement generation for non-fair events to include concessions and catering

Office Management

- Assist department as needed in data entry and maintenance within event software
- Assist in organization and maintenance of Vendor document storage, electronic filing and archival process information including but not limited to; VLA's, Insurance, Vendor files, and Vendor applications

QUALIFICATIONS

- Highly developed customer service skills and creative problem-solving abilities
- Strong oral and written communication skills and ability to communicate effectively with managers, supervisors, employees, vendors, and the public
- Ability to cope under pressure and extreme time constraints
- Exceptional organizational skills and the ability to handle multiple tasks in detail simultaneously
- Strong computer skills and knowledge of programs such as Microsoft Office, WordPress and Ungerboeck; along with ability to adapt to changes in said technology
- Capable of working independently, a self-starter as well as a team member and leader
- Ability to maintain confidentiality of sensitive vendor information
- Ability to establish and maintain effective working relationships with managers, supervisors, staff, vendor partners and external contacts
- Ability to work long hours in the weeks leading up to, and continuously through the 2 weeks of the WSF

SPECIAL NOTES

The candidate must be able to work all 11 days of the annual Wisconsin State Fair. Prior to appointment to this position, the candidate will be subject to a comprehensive criminal background check.

Contingent on business needs and the seasonality of WSFP, up to 2 days of remote work per week is available after an initial training period. Remote work will be discussed during the interview stage. High speed internet access is needed to meet the requirements of remote work.

TO APPLY

Applicants should submit their resume and cover letter via email to HR@wistatefair.com. Application materials must be received by **Friday, October 10, 2025**. The most qualified applicants will be invited to interview.

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, WI 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 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 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.