

Company: Oklahoma State Fair, Inc.
Position Title: Events & Operations Manager
Department: Fairgrounds
Reports To: Senior Vice President of OKC Fairgrounds / Vice President of Events & Operations
Supervises: Hourly Employees, Crew Members and Temporary Employees

Job Responsibilities and Requirements

OKC Fairgrounds (Year-Round Operations)

- Assist in overall operation of OKC Fairgrounds events.
- Assist with promoter services and equipment needs.
- Obtain forklift license through on-site training.
- Supervision of OKC Fairgrounds crews.
- Responsible for the overall direction, coordination and evaluation of crew members.
- Build a strong working relationship with show promoters.
- Coordinate with promoters during events to meet their needs.
- Delegate duties for daily operations and follow up to ensure that the finished product is satisfactory.
- Enforce rules and regulations of the OKC Fairgrounds and the Oklahoma City Fire Marshal.
- Assist with any additional duties, responsibilities, or special projects as assigned by OKC Fairgrounds Sr. Vice President and Vice Presidents.
- Assist other departments as needed.
- Other duties as assigned.

State Fair (Annual Event)

- Monitor and assist all agencies and their personnel contracted during the Oklahoma State Fair which includes but is not limited to traffic control, parking lot personnel and set-ups.
- Monitor performance and work schedules of crew members.
- Notify temporary agencies of problems related to contracted employees placed at the Oklahoma State Fair.
- Assist with any additional duties, responsibilities, or special projects as assigned by OKC Fairgrounds Sr. Vice President and Vice Presidents.
- Assist in other departments as needed.
- Other duties as assigned.

General Requirements

- Utilize task prioritization and effective time management skills to meet frequent and competing deadlines in a high-volume, high-stress environment.
- Perform detailed work in a team-oriented, fast-paced, event-driven environment handling multiple tasks with flexibility in a calm, professional manner.
- Effectively communicate with others in a clear, business-like, respectful and personable manner focused on generating a positive, enthusiastic and cooperative environment.
- Maintain high standards of appearance and grooming (i.e., clean, wrinkle free clothing, proper uniform/attire, close attention to personal hygiene).
- Meet the company standard for excellent attendance, job reliability, diligence and dedication.
- Possess a valid driver license and a clean driving record.
- Speak, read and write in English.

Additional Job Requirements

- College education a plus.
- Event management experience preferred.
- Professional communication skills, including written, oral, telephone and interpersonal; strong supervisory skills, conflict management/customer service skills; problem solving and organization.

Company: Oklahoma State Fair, Inc.
Position Title: Events & Operations Manager
Department: Fairgrounds
Reports To: Senior Vice President of OKC Fairgrounds / Vice President of Events & Operations
Supervises: Hourly Employees, Crew Members and Temporary Employees

- Self-motivated, effective multitasker with the ability to work efficiently with minimal or no supervision.
- Detail-oriented with demonstrated ability to execute projects on time, with extreme accuracy, a collaborative work style and commitment to quality.
- Proficiency with computers, including, but not limited to, Microsoft Office (Outlook, Word, Excel, Access, and PowerPoint).

Physical Requirements and Working Conditions

- Extended hours, nights and weekends may be required during peak periods.
- Frequent or continual movement from place to place with normal physical mobility, covering long distances with ease, managing assigned tasks throughout various indoor and outdoor locations within and around the property and in potentially inclement/severe weather conditions.
- Regularly lift, carry and put away items weighing up to 50 lbs. and occasionally lift and carry heavier items and/or assist others in lifting heavier objects, as job demands.
- Walk and/or stand for extended periods in addition to other prolonged physical exertions including seeing, hearing, reaching, grasping, lifting, pushing, pulling, squatting, crouching, stooping, bending, kneeling, climbing and working in awkward positions and tight areas may be required.