

## **ASSISTANT TO FAIR DIRECTOR**

### **DEFINITION OF WORK**

Under regular supervision, performs professional and administrative work assisting the Fair Director with fair and non-fair activities, events and special projects.

### **EXAMPLES OF WORK**

Promotes the utilization of the fairground facilities during the fair and non-fair portion of the year; schedules and coordinates the non-fair activities and events and works with the various groups while they are using the fairgrounds; develops and implements promotional strategies for the Dixie Classic Fair; assists in the coordination of fair volunteers and works with food concessions in allocating space and handling complaints; prepares special reports for the Fair Director; able to operate windows PC, electronic mail, word processing software, and spreadsheet software.

### **EMPLOYMENT STANDARDS**

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree in business administration or public relations and some experience in promoting and coordinating various recreational or cultural events.

Knowledge, Skills and Abilities: Thorough knowledge of modern philosophies, concepts and techniques relating to the field of recreation and the ability to apply them effectively; knowledge of promotional and marketing strategies and the ability to apply them effectively; ability to establish and maintain effective working relationships with civic leaders, public officials, event participants and the general public; ability to keep records and prepare reports.