

City of Cumming
Cumming Fairgrounds
Assistant Event Coordinator

General Nature of Work

This job is responsible for assisting the event coordinator in specialized administrative and supervisory work in planning, organizing, and coordinating year round fairground events sponsored by the Cumming Fairgrounds Department. This job requires the ability to manage multiple projects independently. Duties are performed under general supervision of the Events Coordinator.

Examples of Work

- Providing public with information on all services offered by the Cumming Fairgrounds Department.
- Coordinate, compile, and maintain all registration records for Programs, Rentals, and Special Events.
- Cross train in all duties of the office.
- Prepare Research Reports on Events to Fairground Director.
- Work with fairground staff in all areas of the Cumming Country Fair and Festival and all other events to document and verify all gate, vendor, and concession monies.
- Assists in training and supervising in the coordination and recruitment of event volunteers and employees.
- Assists with maintenance of the Fairground website.
- Receives applications and organizes vendors for each event.
- Coordinates with Forsyth County Health Department to ensure all health and safety codes are met.
- Organizes facility for events which include details such as vendor layout and event preparation.
- Assists with outside maintenance, as needed.
- Performs related duties as required.

Necessary Knowledge, Skills and Abilities

- Excellent telephone etiquette and public relation skills.
- General office skills.
- Highly organized, dependable and able to multi-task.

- Strong computer skills for generating documents, spreadsheets, records and forms.
- Ability to keep accurate records and prepare clear concise reports.
- Ability to receive monies.
- Effective working relationships with fellow employees, vendors, and general public.
- Must be able to relate with people and work with them on their individual leisure needs.
- Skilled in communicating ideas of possible event opportunities.
- Ability to work flexible schedule including weekends.
- Ability to deal tactfully with the public.
- Social media marketing skills.
- Assist in social media, photoshop, and website designing.

Desirable Education, Training, & Experience

Completion of a baccalaureate degree in recreation or a related field; or sufficient experience in the field of recreation or special events programming to satisfy the necessary knowledge, skills, and abilities, usually associated with one to three years in a similar position; or an equivalent combination of training and experience.

Minimum Physical Requirements

Must be able to exert up to 50 pounds of force occasionally and 25 pounds of force frequently. Physical demand requirements are at levels of those for medium work.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer without notice as the needs of the employer and/or requirements of the job change.

FSLA Status: Non-Exempt