



Position Title: Design & Decor Coordinator (Event Coordinator)	Exempt/Non-Exempt Status: Non-exempt
Reports to: Design & Decor Supervisor	Supervises: N/A
<p>Salary Range: \$5,014.00 - \$6,276.00 per month**</p> <p>**As part of the State's efforts to address ongoing budget shortfalls, through June 30, 2027, the Personal Leave Program 2025 [PLP] will be in effect. This consists of a 3% pay reduction in base monthly salary in exchange for an accrual of 5 hours of PLP leave per month. The salary range included in the job advertisement does not reflect the reduction in pay. New to State candidates will be hired into the minimum salary of the classification.</p>	
<p>Position Purpose:</p> <p>Under the direction of the Design & Decor Supervisor, the Design & Decor Coordinator supports the planning, coordination, and execution of exhibits for the OC Fair & Event Center. This role collaborates with designers and other OCFEC departments to transform creative ideas into scenic elements, props, and displays that enhance guest experience.</p>	
<p>Essential Functions:</p> <ul style="list-style-type: none"> • Collaborate with the designer on creating immersive exhibits to support educational and community programming by creating detailed drawings, models, and material plans that align with project concepts and safety requirements. • Coordinate the fabrication of scenic structures to produce durable and interactive environments using carpentry tools, metalworking tools, and approved construction methods. • Install large scale scenic elements to ensure structural stability and guest safety by following established rigging practices and facility guidelines • Coordinate the making of props and set pieces to enhance exhibit storytelling using wood, foam, fabric, plaster, and mixed materials. • Paint scenic surfaces to achieve thematic finishes using brushes, sprayers, stencils, and color matching techniques. • Illustrate and letter exhibit signage to create clear and visually appealing communication for guests using design templates and approved fonts. • Prepare gallery areas to support rotating exhibits by patching walls, painting, mounting artifacts, and installing didactic materials. • Maintain Heroes Hall exhibitions to ensure artifact preservation and guest safety by monitoring environmental conditions and updating displays as needed. • Coordinate safe use of forklifts and boom lifts to move and install large scenic assets by following safety protocols and equipment training standards. 	



- Lead seasonal staff during Fair construction to maintain high craftsmanship and safe work practices by demonstrating proper tool use and checking progress.
- Organize the fabrication shop to ensure efficient production by maintaining inventory, storing materials, and preparing workspaces for upcoming builds.
- Draft fabrication schedules to support event timelines by estimating labor needs, material quantities, and build durations.
- Source materials for scenic construction to support design feasibility by researching vendors and evaluating product suitability.
- Install seasonal décor across properties to create cohesive guest experiences using ladders, lifts, fasteners, and decorative components.
- Dismantle exhibit installations to safely catalog and store scenic assets in accordance with department guidelines.
- Coordinate upkeep of OC Fair exhibits to maintain visual quality and safe guest interaction by performing daily inspections and completing necessary repairs.
- Assist with educational programming to support demonstrations and performances by preparing scenic areas, props, and technical needs.
- Fabricate photo opportunities for events to increase visitor engagement using scenic design techniques and durable construction.
- Rehabilitate props and scenic elements to extend asset lifespan by repairing damage and improving finishes.
- Install AV exhibit components to support educational content using mounting hardware, alignment tools, and wiring guidelines.
- Coordinate safety checks on machinery and equipment to maintain compliance with operational standards and prevent accidents.
- Collaborate with design team members to refine exhibit concepts by participating in planning meetings and offering technical feedback.
- Perform administrative tasks to support production operations by updating schedules, organizing files, and communicating deadlines.
- Train seasonal staff in tool use and material handling to support safe and efficient production workflows.
- Conduct end of year shop inventory to prepare for next year's programming by cataloging supplies, identifying shortages, and reorganizing storage systems.
- Evaluate exhibit spaces to determine structural needs by assessing load capacity, traffic flow, and environmental conditions to ensure safe and effective scenic installation.
- Modify existing scenic elements to meet updated program requirements by adjusting dimensions, reinforcing structures, or refreshing finishes using hand tools and approved materials.



- Document fabrication processes to support future planning by photographing builds, recording measurements, and updating design archives for departmental reference.
- Coordinate cross departmental logistics to ensure timely exhibit installation by communicating equipment needs, access requirements, and installation timelines with operations and maintenance teams.
- Research new carpentry techniques, attend trainings, and apply updated methods to scenic construction.

This document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Qualifications:

*Please note, applicants must meet classification [Minimum Qualifications](#) as required by California Department of Human Resources.

KNOWLEDGE OF:

- Scenic construction methods at an advanced level to skillfully design and build durable interactive exhibits.
- Diverse carpentry techniques through years of experience enhancing the ability to fabricate complex structures safely.
- Paint and finishing methods to create thematic scenic environments and teach seasonal staff.
- Material properties to select appropriate construction methods for structural and artistic needs.
- Guest safety principles to ensure exhibits support hands on interaction without risk.

ABILITY TO:

- Read and interpret design drawings to translate concepts into constructed elements.
- Plan and organize multiple builds at once to meet overlapping deadlines throughout the year.
- Troubleshoot structural or fabrication challenges to ensure safe installation and durability.
- Work collaboratively with designers, curators, and production staff to achieve cohesive exhibit outcomes.
- Mentor seasonal staff to maintain safe tool use and high craftsmanship.
- Manage time effectively to meet continuous production deadlines across many programs.
- Maintain accurate records and inventories to support efficient shop operations.
- Ability to and commitment to maintain a hazard free environment during fabrication and installation.

SKILL IN:

- Operating forklifts and boom lifts at a certified level to skillfully move and install large scenic pieces.



- Using power tools including saws, drills and pneumatic tools to complete fabrication tasks efficiently.
- Scenic painting and illustration to create detailed and visually appealing environments.
- Attention to detail to ensure safe installations and high-quality finishes.

PERSONAL CHARACTERISTIC OF:

- Creativity to produce visually engaging and educational exhibit environments.
- Adaptability to shift between programs such as Imaginology, Heroes Hall, and OC Fair needs.
- Reliability to meet production expectations in a year-round event schedule.

Preferences:

- Bachelor's degree in Art, Design, Exhibition Design, Interior or spatial design, multimedia or related field, or equivalent education and experience
- Familiarity with the layout and facilities of the OC Fair & Event Center

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is standing and/or walking for prolonged periods of time. The employee will work indoors and outdoors during all types of weather conditions. The employee is frequently required to sit, talk, and hear. The employee is required to walk; use hands and fingers to operate, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds using proper bending. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment:

Will work in a fast-paced, indoor environment and possibly outdoor environment during all types of weather, with frequent interruptions. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet, however louder noise levels may be experienced during live performances, outdoor events and when in larger event buildings.

Job Description Acknowledgement:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement



between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Will be required to perform other duties as directed, requested or assigned.