



Position Title: Competitive Programs Coordinator (Event Coordinator)	FLSA Status: Non-exempt
Reports to: Competitive Programs Supervisor	
Wage Range: \$5,014.00 - \$6,276.00 per month *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.	
Position Purpose: Under the direction of the Competitive Programs Supervisor, the Competitive Programs Coordinator assists with the coordination, administration and organizing of the OC Fair competitive programs: Visual Arts, Culinary, and Hobbies & Handcrafts. Also, helps to coordinate the OC Fair's year-round programs such as Heroes Hall and Imaginology.	
Essential Functions: • Coordinate or assist with all aspects of the OC Fair's competitive programs including but not limited to drafting competition guides, utilizing ShoWorks software, preparing judging documents, hiring judges, organizing entry delivery and pick-up days, and completing reports. • Complete calendars and spreadsheets for the Fair Logistics Committee including equipment orders, ribbon orders, and Event Operations tasks. • Conduct research and provide recommendations regarding the competitive programs' divisions and classes. • Direct and coordinate staff and judges in the operation of the Fair judge program, consult with programmers when needed, attend training workshops when needed, and assist customers as needed. • Collaborate and coordinate with subject matter experts and featured artists in the various competitive program fields. • Assist with creating maps, layouts and building design and décor. • Create post-event program evaluations and reports as needed. • Oversee or assist with the OC Fair Permanent Collection to include: cataloging, photographing, and inventorying works in the collection as well as, framing new work, and arranging to have work moved or re-hung as needed. • Help provide training for temporary employees, coordinate tasks and evaluate their work. • Handle any problems, complaints or concerns that are received and solve them promptly and effectively. • Establish and maintain positive working relationship with community partners. • Assist in the development, preparation and maintenance of competition guides, postcards, websites, e-blasts and related material. • Assist in hiring temporary employees, oversee TreeRing functions, and work closely with HR. • Plan and coordinate installation, removal and return of exhibit entries and loaned items.	



- Work with various departments for facility use, technology installation, purchasing, contracts, exhibit installation and removal.
- Perform administrative duties including but not limited to completing purchase requests, answering emails from the public, uploading information into spreadsheets and databases, organizing files, drafting and processing rental agreements and judging agreements, conducting inventories, and other tasks as needed.

This description in no way 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.

- Three years of experience in coordinating events or competitive programs, one year of which must have included experience coordinating staff involved in events.
- Knowledge of Microsoft Office and Google Workspace software tools (e.g. MS Word, Excel, Docs, Sheets, Slides).
- Excellent time management and organizational skills in order to meet multiple deadlines under pressure and mounting demands.
- Strong command of the English language (both verbal and written) including the meanings and spellings of words, rules of composition, and grammar.
- Ability to apply essential math skills.
- Ability to establish and maintain effective relationships with employees, business partners, the public and experts in the various competitive program fields.
- Ability to organize, allocate, coordinate, and evaluate work of personnel.
- Ability to facilitate compromise in a collaborative environment while maintaining excellent customer service.
- Ability to present ideas and information effectively both orally and in writing in order to effectively convey information to clients and colleagues.
- Ability to gather and compile information, keep records, and prepare reports.
- Ability to work effectively and enthusiastically as a team leader providing technical guidance along with leading by example and encouraging team unity.
- Ability to think creatively in order to develop new ideas, relationships and contributions.
- Strong leadership skills including the confidence to delegate and give feedback.
- Effective problem-solving skills to address complex challenges as well as interpersonal communications issues that may arise.
- Willingness to work outside normal business days and hours as demanded by events and programs.
- Must be able to work all 23 days of the annual OC Fair as well as set up and tear down.

Preferences:

- Knowledge of Adobe Creative Suite and/or other graphic design programs.



- Knowledge of ShoWorks.
- Knowledge of State Fair competitive programs: Visual Arts, Culinary Arts, and Hobbies & Handcrafts.
- Two years of experience in project management.
- Demonstrated interest in and knowledge of exhibits, education, agriculture, and trends and innovations related to fairs and festivals.
- Experience installing and construction exhibit and displays.

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 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 25 pounds which require proper bending. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

Will work in a fast-paced indoor environment and outdoor environment during all types of weather. 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 exhibit construction, installation and removal and outdoor events and when in larger event buildings.

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 and is subject to change.