

West Metro Home Remodeling Fair Fair Coordinator Roles and Responsibilities

The West Metro Home Remodeling Fair Planning Committee is seeking an energetic, motivated individual to coordinate the West Metro Home Remodeling Fair. This is a contract position.

Position Description:

The Fair Coordinator will work with the Fair Planning Committee to plan, organize, coordinate and execute all Fair activities. The Fair Planning Committee is comprised of representatives of the cities of Hopkins, Golden Valley, Minnetonka and St. Louis Park and the Community Education Departments of the Hopkins, Minnetonka, and St. Louis Park School Districts. The Fair and all Planning Committee meetings are held at the Hopkins Eisenhower Community Center.

Candidates must be available to render services from early September to mid-March, including the entire weekend of the Fair (Friday, Saturday and Sunday—February 19-21, 2016) and able to meet numerous deadlines throughout the planning process. Light administrative services as needed from March to September.

Responsibilities:

- Set Planning Committee dates; prepare and send agenda materials; take notes during meeting and prepare/send meeting notes to the Committee.
- Work with the Budget Committee Chair and Planning Committee members to develop the annual budget and ensure that revenue and expense goals are met throughout the season. Process vendor payments throughout the season.
- Prepare exhibitor registration materials. Handle exhibitor registration mailings. Process exhibitor registrations. Create exhibitor floor plan, assign booths and send booth confirmation letters. Prepare and mail exhibitor set-up information. Maintain the vendor mailing list. Respond to vendor and prospect inquiries. Coordinate with booth/draping company for vendor booths.
- Work with Seminar Committee to coordinate seminars. Communicate with potential seminar presenters. Confirm and communicate with seminar presenters. Assist with preparing seminar descriptions. Draft and send thank you notes.
- Work with the Idea Center committee to book Ask the Pro volunteers and Idea Center exhibitors. Draft and send confirmation and follow-up communications to the Idea Center Pros and exhibitors. Draft and send thank you notes and honorariums, if any.
- Work with Publicity Committee to develop marketing materials and social media updates. Coordinate booking of billboard advertising, as well as coordinating artwork for billboards. Coordinate updates/repairs to banners for Hopkins Mainstreet and Eisenhower locations. Work with Hopkins Public Works to hang banners. Assist with coordinating Fair contest and cash prize drawings.
- Make periodic updates to website with exhibitor information, seminars, Idea Center volunteers and exhibitors, contest page, and other pages as directed by the Publicity Committee.

Responsibilities (cont.):

- Work with Site Operations Committee to prepare signage for Fair day. Coordinate with Planning Committee for staffing needs for Fair weekend. Must be available on Fair weekend for the set-up process and vendor check-in. Transport Fair materials to/from storage facility, including preparing an inventory following the Fair. Prepare name tags for staff, exhibitors, Idea Center participants, and volunteers.
- Work with Children's Activity Center (CAC) Committee to organize the CAC. Book face painter. Review CAC inventory and purchase additional supplies, if needed. Coordinate set-up and clean-up of CAC area on Fair day.

Qualifications:

- Minimum of two years experience in administrative support and event planning services, or equivalent.
- Proficient with latest version of Microsoft Office, including Word, Excel, Outlook and PowerPoint.
- Experience with web editing preferred.
- Project-oriented with superior attention to detail and outstanding organizational and prioritization skills.
- Excellent verbal and written communications skills.
- Ability to operate with little or no supervision.
- Excellent interpersonal skills with high professionalism, including strong customer service ethic and high expectations for quality.

Proposal Process:

- Interested candidates should submit their proposals no later than July 31, 2015, to the address below:

Linda Asche
St. Louis Park Community Education

By Email (Preferred) at Asche.Linda@slpschools.org

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