

Sacramento County Fair

Seasonal/Temporary Employment Opportunities

Sacramento County Fair is seeking dedicated and fun persons interested in seasonal employment. We are seeking individuals from diverse backgrounds to join our experienced team of fair management professionals. Employment terms and hours vary by day and work to be completed.

Open Temporary Positions – General

1. Office Assistant/Receptionist - \$10 - \$13/hour

February 1 – June 15, 2011

The Sacramento County Fair office assistant position is one of great importance. This person must represent the fair to all guests that enter into the office. This position requires exceptional customer service and organizational skills. Previous experience in the fair industry is highly desirable! The Office Assistant is expected to:

- Meet and greet walk-in customers in a courteous and professional manner
- Meet and greet all telephone customers in a courteous and professional manner
- Demonstrate General office equipment knowledge in include the following:
 - a. Computer –proficient in MS Word
 - b. Telephone
 - c. Fax machine
 - d. Copy machine
 - e. Cash Register
 - f. Point of sale terminal
- Flexibility in working hours to include evenings, weekends, holidays
- Work well under pressure
- Multi-task and Take direction from multiple sources
- Be a team player

2. Event Crew Supervisor - \$10 - \$13/hour

May 1 – June 6, 2011

The Event Crew Supervisor will oversee the set-up of the livestock barns, horse show arena and rodeo arena and assist the Indoor Exhibits Supervisor with set-up of the County Fair art and exhibits show. This person will manage the livestock crew to ensure the maintenance of the livestock and horse areas during the fair. This person must demonstrate an ability to supervise a crew; effective communication skills; leadership and a willingness to complete tasks on-time. Experience with livestock is highly desirable.

Open Temporary Positions – Livestock Department

Individuals will be working in proximity to livestock. The best candidates will demonstrate an understanding of livestock and a tolerance for work conditions typical to county fair livestock areas.

1. Livestock Clerks - \$8 - \$10/hour

May 24 – May 31, 2011

Experienced clerks desired. Should be familiar and comfortable with a ten key calculator. Simple office skills required. Clerks are required to work on Sunday, May 30th at the Junior Livestock Auction. Persons without experience clerking but can demonstrate experience showing livestock at local, regional and/or national shows will be considered.

2. Livestock Ring Stewards - \$8 - \$10/hour

May 26 – 30, 2011

Experienced Ring Stewards desired. Stewards will have direct contact with youth and animals during the Junior Livestock Auction. A Megan's Law background check will be conducted.

3. Livestock Data Entry Personnel/Office Staff - \$8 - \$10/hour

May 24 – May 31, 2011

Answer phone; staff information window, assist with reading livestock registration papers, distribution of ribbons and awards at ring side; and data entry during livestock auction on Sunday, May 30th. Understanding of how livestock shows, auctions and fairs operate is preferred

4. Barn Crew - \$8.00 - \$10.00/hour

May 13 – June 4, 2011

This is the most important crew for the success of livestock competitions at the fair! The barn crew is responsible for the set-up of livestock pens and rings; preparing horse stalls and arenas; cleaning of livestock manure from barns during fair; assisting with any other logistical need during the fair; and tear-down of the facility after the fair.

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Open Temporary Positions – Youth and Creative Exhibits Department

Individuals will be working with the public, frequently children. The best candidates will demonstrate excellent customer service skills and past experience working with youth.

1. Indoor Exhibit Assistant - \$8 – \$10/hr

April 15 – June 3, 2011

Assist the Supervisor of Indoor Exhibits. Tasks include, proofing judging sheets, receiving entries, directing volunteers in the absence of the Supervisor, exhibit design & set-up, directing contests, greeting judges, proofing results and administering ribbons and awards.

2. Sunflower Saddle Ranch - \$8 - \$10/hr

May 26 – 30, 2011

Friendly attitude, works well with young children. Interact with young children with farm and agricultural activities.

OTHER

1. Wagon/Wheel Chair Rental - \$8 - \$10/hour

Manage the rental of wheel chairs, power scooters and wagon rentals during the annual county fair.

2. Guest Services - \$8 - \$10/hr

Provide our guests with the highest level of customer service in our office, at our information booth or other assigned guest service location. This job requires patience, verbal communication skills, a positive attitude and a commitment to guest service.