

# **Events, Rentals, & Guest Services Coordinator**

## **Mercer County Fairgrounds – Celina, Ohio**

The Mercer County Fairgrounds is seeking an energetic, organized, and community-minded individual to join our team as an Event, Rentals & Guest Services Coordinator. This position plays an important role in supporting year-round programming, community engagement, and event operations at the fairgrounds.

The ideal candidate is outgoing, detail-oriented, adaptable, and enjoys working in a fast-paced environment where creativity and teamwork are valued. This role involves helping develop new events and experiences while supporting established programs that serve our community.

## **Key Responsibilities**

### ***Event Development & Coordination***

- Coordinate and manage scheduling for the Merry & Bright Christmas Lights event.
- Develop and organize engaging activities for families visiting the Christmas Lights display.
- Build partnerships with community organizations, businesses, and groups to host activities and attractions during the event.
- Assist with planning and organizing the annual Reverse Raffle fundraiser, including:
  - Soliciting donations and sponsorships from local businesses
  - Coordinating with and leading committee members
  - Tracking ticket sales, donations, and event logistics
  - Developing creative ideas to keep the event fresh and exciting
- Assist with planning the annual Fair Board sponsored campouts, including:
  - Organizing activities and entertainment
  - Coordinating reservations and camper logistics
  - Exploring fundraising opportunities connected to the campouts
- Support the development of new non-fair events, including:
  - Brainstorming event ideas
  - Assisting committees with planning and execution
  - Coordinating logistics and day-of event support

### ***Camping Operations***

- Manage reservations for seasonal and short-term camping
- Assist campers with check-in procedures and provide guidance in locating and accessing camping sites as needed.
- Maintain organized records of camping reservations and occupancy
- Work closely with the maintenance team to address camper needs, resolve issues that arise, and identify potential improvements to camping facilities and services.

### ***Customer Service & Office Support***

- Provide friendly and professional customer service to visitors and community members
- Answer phones and assist walk-in customers
- Sell concert tickets and assist with fair entries
- Assist with mailings and office administrative tasks
- Provide information and answer questions regarding rentals, events, and fair activities

### ***Facility Rentals & Business Development***

- Manage building and grounds rental inquiries
- Coordinate rental bookings, contracts, and payments
- Manage and maintain the rental calendar to ensure accuracy and prevent double bookings
- Issue rental applications and contracts and process rental payments
- Assist customers in selecting appropriate spaces for their events and provide support throughout the rental process
- Work closely with the maintenance team to address any damages resulting from rentals and identify needed building or facility improvements
- Coordinate cleaning needs with cleaning staff to ensure facilities are properly prepared before and after events
- During peak rental periods, assist with cleaning responsibilities as needed, with duties shared among team members to ensure facilities remain well maintained. This does include the occasional weekend or holiday
- Research and pursue opportunities to attract new rentals and events to the fairgrounds

### **Qualifications & Skills**

- Strong organizational and communication skills
- Ability to manage multiple projects and adapt quickly in a changing environment
- Outgoing, personable personality with a passion for community engagement
- Detail-oriented with strong follow-through
- Ability to work both independently and as part of a team
- Positive attitude and willingness to contribute to a fun and energetic workplace
- Comfortable interacting with the public and community partners
- Knowledge or familiarity with livestock, agriculture, and county fairs preferred

### **Personal Attributes**

The ideal candidate will be someone who:

- Is a team player
- Thrives in a clean and organized work environment
- Enjoys creating fun experiences for families and the community
- Is community-minded and relationship focused

- Can pivot and adapt as new ideas and opportunities arise

## **Regular and Ongoing Duties and Responsibilities:**

- Must be a member of the Mercer County Agricultural Society. Memberships can be purchased at the Secretary Office for \$1.00.
- Excellent communication skills i.e., telephone, computer and verbal.
- Greet all visitors in a pleasant and business-like manner.
- Maintain a good attendance record and complete all duties in a timely manner.
- Must have the ability to work independently, exercise good judgment and successfully manage a variety of tasks.
- Ability and willingness to work irregular hours in the months of July and August and at times for periods longer than eight hours per day. A typical work week will be 32 - 40 hours. Communication of any alteration in hours worked must be made with the Executive Director.
- Additional duties may be assigned by the Executive Director as needed. This position is not limited to the responsibilities outlined above and may evolve to meet the ongoing needs of the Mercer County Fairgrounds.

## **Reporting Relationships:**

**This Position Reports To:** Executive Director and works closely with the Finance and Operations Assistant.

## **Wages and Benefits:**

- Hourly pay, paid weekly, and wages based upon experience. To be determined after the time of the initial interview.
- Simple IRA Plan with a 3% company match.
- Monthly reimbursement for cell phone.
- Short Term Disability Insurance Coverage
- Vacation (80 hours to start with the option to rollover hours)
- Paid Time Off (40 hours of Sick Time)
- HRA Plan (\$3600 Individual or \$7,800 Family)
- 90 Day waiting period for all benefits

## **About the Mercer County Fairgrounds**

The Mercer County Fairgrounds hosts the annual Mercer County Fair and a growing number of year-round events, concerts, and community activities. Our mission is to celebrate agriculture, create meaningful community experiences, and serve as an economic driver for Mercer County.