



## Community Stage Coordinator

### Job Description

#### Job Summary:

The Arizona Exposition and State Fair (AESF) seeks a Stage Coordinator to play a leadership role overseeing multiple Stage Leads and a large volume of performers at varying entertainment stages.

The Stage Coordinator will train the Stage Leads & brief them on their daily tasks. They will also act as the primary liaison between different onsite departments and local community applicants. The Stage Coordinator will provide logistical support to the core AESF team members before and during the Fair.

This is a temporary, part-time position beginning August 21, 2023 before the opening of the Arizona State Fair. This fun and unique position within the Events Department requires strong communication, customer service, and independent judgment skills.

#### Duties Include:

- Communicating with audio-visual engineers, Stage Leads, performers and Community Stage Manager regularly
- Completing daily opening and closing tasks at each stage.
- Resolve issues and/or concerns with stages, performers or audio issues.
- Working *independently* in Google Suite ( google sheets, Google docs, etc.)
- Serve as a resource for the performers & attendees by representing the Arizona State Fair and its facilities.

NOTE: Must be available Thursday - Sunday from 11 am -11 pm (Sep 22 - Oct 29). Applicants should have access to reliable transportation. A valid Drivers License. Applicants must pass an employment background. Available Prior to the start of fair starting date August 21,2023.

**KNOWLEDGE, SKILLS, & ABILITIES** The ideal candidate must exhibit a strong work ethic, be detail-oriented, display a professional demeanor, and have the ability to multi-task when needed. Customer service and communication skills are required for this position.

Requirements:

- Ability to prioritize multiple projects and change priorities quickly.
- Ability to communicate effectively with Fair crew and community performers.
- Ability to work with a diverse population.
- Ability to stand long period of times and walk long distances, when needed.
- Ability to drive a golf cart.
- Ability to identify and resolve problems with performers
- Basic knowledge of equipment commonly found on a stage. (e.g., lighting, sound, and stage areas, etc.)