

## ENTERTAINMENT AND PUBLIC RELATIONS COORDINATOR

GENERAL STATEMENT OF DUTIES: Liaison between the Coos County Fair Advisory Board and the Coos County Commissioners. Educate public on Fair industry. Coordinate entertainment and special events for Fair.

SUPERVISION RECEIVED: Works under the direct supervision of the Coos County Fair Advisory Board and Board of Commissioners with all duties coordinated through the Coos County Fair Advisory Board and the Board of Commissioners.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of this position, but may be assigned staff on occasion.

EXAMPLES OF PRINCIPAL DUTIES: An employee in this classification will perform any or all of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

1. Responsible for carrying out public relations functions of Fair as directed.
2. Conduct negotiations on entertainment contracts and coordinate through to completion of performance.
3. Responsible for placement of all advertising and news releases in an efficient and timely manner.
4. Will attend Chamber of Commerce meetings within the County on a rotating basis. Visit service clubs, media and other organizations to publicize and educate on the Fair industry in a positive manner.
5. Will conduct legislative awareness on Fair funding, and state and local needs regarding the Fair industry.
6. Will actively participate in the development Department budget, coordinate acquisition of donations and coordinate the development of a policy manual for the Fair.
7. Will obtain price for various minor supplies needed for operation of Fair.

8. Performs related duties as directed by the Coos County Fair Advisory Board and the Coos County Commissioners.

RECRUITING REQUIREMENTS

KNOWLEDGE, SKILL AND ABILITY: Knowledge of negotiation of contracts. Skill in delivering effective presentations and the ability to effectively coordinate many activities simultaneously.

EXPERIENCE AND TRAINING: Two years of experience working in the capacity of a coordinator of tasks dealing with an independent Board and the public. Must be able to comply with all required safety standards, Oregon and Federal legal requirements related to task.

SPECIAL REQUIREMENTS: Must be able to work harmoniously with the Coos County Fair Board, the Coos County Board of Commissioners, fair employees, and the general public. Must be able to travel and work varied hours. A valid Oregon Drivers License required.