

1-31-19 Exhibit Fair Staff Supervisor – Garden and Floral, Seasonal and Temporary, Orange County Fair and Event Center, Costa Mesa, 2-28-19 deadline

Position Title: Exhibit Fair Staff Supervisor - Garden & Floral

Wage Range: \$19.25 per hour

Position Purpose:

Oversee overall coordination of Garden & Floral Competitive Program for the OC Fair. This is a seasonal/temporary position not to exceed 117 days.

Essential Functions:

- Oversee the Garden & Floral Program including but not limited to reviewing competitive entry program guides and making suggestions/recommendations to Exhibit Supervisor as needed in order to improve upon or add to existing programs; coordinate entry delivery and pick-up process for Garden & Floral competitions, secure and work with judges, enter results post competition and compile reports as needed for Supervisor and OCF management, and coordinate ribbon/award disbursement to exhibitors.
- Manage Centennial Farm staff and volunteers including assisting in the hiring of temporary staff, scheduling, managing Timecentre functions and correcting errors as needed, and working with HR to resolve employee issues as they arise. Complete termination forms post-fair.
- Work with Fair Logistics Committee (FLC) to update maps, orders and operations requests as they relate to the Garden & Floral program.
- Responsible to oversee rules and ensure guidelines are followed.
- Responsible for working with various departments to promote/market the competitive entry program.
- Responsible for reviewing the judging and ShoWorks reports to ensure correct premiums are paid out in a timely manner.
- Work with the Design & Décor Supervisor for display/exhibit feature installation at Centennial Farm.
- Work on standard and judging contracts including creating, reviewing and/or updating contracts as needed; serve as contractor liaison to ensure that contract language is being achieved and that rules are followed.
- Provide hands-on garden & floral related demonstrations to the public as needed throughout the OC Fair.
- Act as department spokesperson and provide high quality customer service to achieve guest satisfaction. Attend OC Fair meetings as needed as a representative for the Garden & Floral department.
- Assist with special events throughout the OC Fair including but not limited to Friends of Fair, OC Kids Club, etc.
- Work with other departments and staff as needed to achieve the goals and objectives of the Centennial Farm and Garden & Floral program.
- Assist Centennial Farm staff with other programs throughout the year i.e. Jr. Farmer Tours, Discovery Days, Ranch After-school Program, Imaginology, Garden Classes and/or other special events as needed.
- This description in no way implies that these are the only duties to be performed by the employee occupying this position.

Qualifications:

- Knowledge of gardening, landscaping, floriculture or horticulture industry.
- Must be able to work outside the normal business day/week as demanded by events and programs.
- Strong customer service and problem solving skills.
- Excellent organizational skill.
- Must be at least 18 years old.
- Valid CA driver's license required.
- Ability to lift objects up to 25 lbs. safely necessary.

Preferences:

- Previous experience working with Competitions/Contests a plus.
- Knowledge of ShoWorks (exhibitor & entry management software) a plus.
- Education and/or experience in Gardening, Landscaping, Farming or Horticulture field a plus.
- Strong public speaking.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, talk and hear. The employee is occasionally required to walk, and must frequently use hands and fingers to operate, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to sit and stand for extended periods of time.

Work Environment:

Will work in a fast-paced, indoor and outdoor environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderately loud, however quieter noise levels may be experienced when working indoors. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

How to Apply

See <https://ocfair.com/about-us/employment/job-openings/>

Application Deadline

2-28-19

For more information

Call the OC Fair & Event Center Human Resources Department at 714-708-1563.