



## 20<sup>th</sup> District Agricultural Association Gold Country Fairgrounds & Events Center

### **Job Description – Event & Vendor Relations Coordinator [Temporary]**

The Gold Country Fairgrounds and Event Center is currently hiring an Event & Vendor Relations Coordinator [Temporary].

The Event & Vendor Relations Coordinator plays an important role in supporting interim events and fair vendors from initial inquiry through the completion of their contract. This position is responsible for preparing, processing, and overseeing contractual agreements while ensuring requirements are met in accordance with organizational policies. Equally important, this role serves as a consistent, responsive point of contact for vendors and event partners—providing attentive listening, timely follow-up, and thoughtful client care throughout the duration of each contract. Through clear communication, proactive coordination, and cross-departmental collaboration, the coordinator helps create a positive, well-supported experience for all event and vendor partners.

#### **Key Responsibilities:**

##### **Interim Event Coordination:**

- Prepare, review, and process interim event contracts in accordance with established policies and timelines.
- Ensure contract terms, fees, insurance requirements, and compliance documentation are complete and accurate prior to execution.
- Coordinate contract approvals and maintain accurate contract records and tracking systems.
- Monitor contract compliance and ensure deliverables, payments, and deadlines are met.

##### **Fairtime Vendor Relations:**

- Manage the lifecycle of fair vendor contracts from application through execution.
- Review vendor applications for completeness and eligibility.
- Coordinate space assignments, fee schedules, and required documentation.
- Track payments, certificates of insurance, permits, and other compliance requirements.
- Maintain detailed vendor databases and contract files.

##### **Miscellaneous Duties:**

- Manage the organization's ticketing system, including setup, tracking, and reporting.
- Support special projects and assignments related to interim events and fair operations.

20th DAA – Gold Country Fairgrounds and Event Center  
1273 High St. Auburn, CA. 95603  
(530)823-4533 -- [www.goldcountryfair.com](http://www.goldcountryfair.com)

- Maintain effective communication across departments to ensure alignment on vendor and contract requirements.
- Assist with policy updates, procedural documentation, and process improvements related to contract management and vendor relations.
- Perform other duties as assigned to support the successful planning, coordination, and execution of interim events and the annual fair.

**Qualifications:**

- Experience in contract administration, vendor management, event coordination, or related field.
- Strong organizational skills with high attention to detail.
- Ability to manage multiple deadlines in a fast-paced environment.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office and contract management or database systems.
- Ability to work long hours during peak event days, including weekends

**Position Specifications:**

- Hourly (non-union)
- Limited to 125 days or 1,000 hours, whichever comes first
- Timesheet is required; signed by CEO
- Hourly rate: \$22/hour – Temporary Position



20th District Agricultural Association  
Gold Country Fairgrounds & Event Center

**EMPLOYMENT APPLICATION**

**APPLICANT INFORMATION**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State Zip Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position Applying For: \_\_\_\_\_

Date Available: \_\_\_\_\_ Position Applied for: \_\_\_\_\_

Are you 18 years old or older? Yes  No

Do you have a valid CA Driver's License? Yes  No

Can you provide the required proof of your eligibility to work? Yes  No

Are you a High School Graduate? Yes  No

Are you available to work Sept. 10-13, 2026? Yes  No

Indicate any dates that you cannot work: \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

Employer Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact this employer? Yes  No

---

Employer Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact this employer? Yes  No

#### PERSONAL REFERENCES

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

#### APPLICANT SIGNATURE

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To apply, please email the completed application to [info@goldcountryfair.com](mailto:info@goldcountryfair.com) OR drop it off at the main office 9 am – 4 pm M-F.**