

FAIRPARK EMPLOYMENT OPPORTUNITIES

(October 26, 2011)



PART-TIME SEASONAL TEMPORARY (PST) EMPLOYEES

(For these positions, we will begin accepting applications in January to work in April and July).

Each season the Santa Maria Fairpark seeks fun, friendly, motivated people looking to earn some extra income by working at The Santa Maria Valley Strawberry Festival (April 27-29, 2012) and the Santa Barbara County Fair (July 11-15, 2012). You can enjoy the excitement of the fast paced work atmosphere while getting paid for it! Positions that will be available include: Ticket Sellers, Ticket Takers, Parking Lot Attendants, Maintenance Workers and Security/Event Staff.

Come join the fun! ALL POSITIONS ARE TEMPORARY and run just the days of the Festival and Fair. When applying please apply in person at the Santa Maria Fairpark Administration Office, 937 S. Thornburg St., in Santa Maria. Office hours are Mon.-Fri. from 8 AM to 5 PM with the office closed during the noon hour. NO PHONE CALLS PLEASE.

Tickets and Admissions Representative

Energetic self motivated individual with great people skills. Experience using Microsoft Word, Outlook, Excel, and Microsoft Publisher required. Strong cash handling experience required to include receipting of money and credit card reports, and preparing bank deposits. Individual would order all tickets for the Santa Maria Valley Strawberry Festival and Santa Barbara County Fair, to include admission (pre-sale and onsite) season passes, parking, delivery and special access passes, employee badges. Inventory all tickets, and distribute tickets to departments as needed. Arrange for ticket outlets to sell presale tickets, work with carnival companies to receive their presale tickets. Run ticket window at Fair office selling tickets, do daily sales reports on tickets sold. Cash out presale outlets at end of presale, reconcile tickets to cash received. Deadwood all unused tickets and finalize yearly reports.

Oversee Adams Camping application process for Santa Barbara County Fair, update and distribute camping applications, receive and process applications and application fees, assign camping space to campers. Audit food vendors for both Santa Maria Valley Strawberry Festival and Santa Barbara County Fair. Receive daily register tapes from vendors; calculate total daily sales, and collect percentage owed from each vendor. Create vendor report, for overall sales for each event. Ability to work as a team is a must. Part time seasonal position does not include health and retirement benefits.

POSITION STARTS IN FEBRUARY

February - 2 or 3 days a week: Determine tickets needed, get prices on tickets and place ticket order.

March - 2 or 3 days per week: Confirm all presale ticket outlets for Strawberry Festival, Inventory all tickets as they arrive, prepare ticket packages for presale outlets, distribute tickets to departments as requested. Update and distribute Adams Camping Applications.

April – 5 days a week: Go on sale with Strawberry Festival Presale tickets, and manage ticket sales at Fair Office Ticket Window, communicate with presale outlets, distribute tickets as needed, do daily sales reports on tickets sold from Fair Office Ticket window. Reconcile presale outlets at end of presale. Create reports and prepare deposits. Oversee auditing of Strawberry Festival Food Vendors.

May 3 to 4 days a week: Wrap up all reports and deadwood tickets from Strawberry Festival. Process Adams camping Applications and assign camping spaces.

June 4 to 5 days a week: Finalize ticket outlets for Fair, prepare ticket packages and distribute to outlets, go on sale with fair presale tickets, manage ticket sales at Fair Office Ticket Window. Distribute tickets to departments as requested.

July 5 days a week: Reconcile presale with outlets. Create reports and prepare deposits. Oversee auditing of Fair Food Vendors. Create all final reports and deadwood Fair Tickets.

Please apply to the attention of JOE BRENGLE, DEPUTY MANAGER, SANTA MARIA FAIRPARK, 937 S. THORNBURG STREET, SANTA MARIA, CA 93458, or by email to jbrenge@santamariafairpark.com No phone calls please.

