



## Seasonal, Part-Time or Full-Time Communications Department Opportunity

### WHAT:

The largest annual event in the Central Valley is in need of professional, energetic, hard-working team members to be part of The Big Fresno Fair Communications Department. This is a seasonal position that is anywhere from 20 – 60 hours per week. The position will primarily run the 13 days of the 2019 Big Fresno Fair; however, there will be some opportunities to begin working in the Communications Department as early as August. Early opportunities are available for qualified candidates only. It is required that applicants be available to work in at least 4-5 hour shifts at least 4-5 times a week during the 13 days of Fair (October 2 -14.) Please do not apply for this position if your availability is less than required. Positions are limited, so apply early.

### RESPONSIBILITIES:

Communications Department employees will be in contact daily with various producers, reporters and photographers from throughout the Central Valley covering print, TV, radio, online and bloggers concerning media coverage of the Fair. They will also play an integral role in helping produce content and monitoring social media. Individuals in this position will also serve as a “connector” and communication liaison between the general public, Fair executive staff, exhibitors, vendors, building superintendents and entertainment.

On-site responsibilities include: escorting media throughout the Fairgrounds for news stories; helping formulate and pitch news story ideas to media outlets; helping showcase the Fair to the public via social media (developing impactful content and visuals such as photography and video); tracking daily news coverage; assisting with the execution of on-site special events; CMS website updates; handling Customer Service needs; and general fulfillment of various Communications office projects. This position is very demanding and requires that applicants be task-oriented, organized, detail-oriented and sensitive to deadlines, as well as be able to work well in a fast-paced environment.

### REQUIREMENTS:

It is preferred, but not required that interested individuals be within the Public Relations, Marketing, Communications, Special Event Planning or Journalism majors or have a degree in the above mentioned fields. Individuals must be responsible, timely, hardworking and strategic thinkers. Individuals that speak Spanish fluently are strongly encouraged to apply.

This position includes walking and working outdoors on varying surfaces and in diverse weather conditions. Individual must possess the ability to continuously stand or walk for long periods of time, bend, squat, climb stairs and lift up to 50 pounds if necessary.

**PAID INTERNSHIP:** Yes

### HOW TO APPLY:

All interested applicants are encouraged to submit a detailed resume and cover letter by email or fax. Hiring is currently underway to fill these positions. All resumes will be evaluated in a timely manner based upon the applicant's level of experience. No phone calls, please.

Please submit your resume and cover letter to:

Celeste Zavala, Cohen Communications/The Big Fresno Fair

Email: [cohen@cohencommunications.com](mailto:cohen@cohencommunications.com)



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