

# Cherry Fair Director

## Job Description

### Qualifications:

- Strong written and verbal communication skills
- Positive and outgoing personality
- Negotiation, leadership, and planning skills
- Ability to multi-task, remain calm and work under pressure
- Capacity to recruit and delegate to volunteers
- Attention to details and good problem-solving skills

### Key responsibilities:

- Plan and organize the Cherry Fair from initial announcement to post-fair wrap-up
- Communicate with all stakeholders to understand their wants, needs, and special requests for the Cherry Fair
- Create and maintain a budget that suits the Cove Community Association's financial situation
- Recruit key coordinators for planning, preparation, and fair-day roles
- Work with and give guidance to volunteers and staff involved in event planning and execution
- Facilitate the design of the event agenda and layout, including event guides, vendor signups, sponsorship packages, publicity artifacts, and any other marketing activities to promote the event with the assistance of PR professionals and volunteers
- Manage legalities, such as venue contract and insurance.
- Negotiate and contract with service providers such as photographers, security, AV, parking, and other essentials
- Monitor ordering and delivery of goods and services to ensure fair needs and contract terms are satisfied
- Attend the Cherry Fair to oversee activities and ensure details are handled as planned
- Address any disputes that may arise, and remain onsite through clean-up to ensure the facility is in top notch condition