

MARION COUNTY FAIR/FESTIVAL COORDINATOR

The Palmyra Chamber of Commerce is seeking qualified candidates for the role of Marion County Fair/Festival Coordinator. Coordinator is responsible for leading the planning, promotion, logistics, and on-site execution of the annual week-long community event. This includes vendor management, volunteer coordination, and ensuring a safe, engaging experience for attendees. Submit letter of intent, resume and references to director@showmepalmyra.com.

Throughout the year hours may vary from as few as 4 hours per week to as many as 15 hours outside of the annual fair; generally involves January – October. The position would require additional hours each week leading up to, during and following the annual county fair. Individual works in close collaboration with the Palmyra Chamber Board.

Duties Include:

- directing and implementing the planning, preparation, promotion and production of the Marion County Fair/Festival.
- acting as the public contact for the Fair, maintaining positive public relations at all times.
- developing and implementing the master events schedule for the Festival.
- budget planning and administration.
- assisting with activities and communications.
- plan marketing & advertising for the event including but not limited to, print ad content, proofs, and placement; website content; radio announcements; and press releases.
- securing sponsorships.
- licensure and permitting.
- soliciting, obtaining, implementing, and monitoring carnival, merchant and food vendor contracts.
- collaborating with the Palmyra Chamber to effect payment of all Fair accounts receivable and payable.