



## Entries Coordinator

**Job Type:** Full-time  
**Salary:** \$47,500.00 - \$53,000.00– Commensurate with experience  
**Work Location:** Kentucky Exposition Center, 937 Philips Lane, Louisville, KY 40209

### Organizational Summary:

Kentucky Venues operates The Kentucky International Convention Center and the Kentucky Exposition Center to serve regional, national, and international clients while promoting the progress of the Commonwealth and advancing Kentucky's agriculture and tourism industries and economy. We produce six signature events that bring those from around the world to Kentucky. These events promote the pride and progress of the agricultural industry and affirm our agency's commitment to improving rural and urban understanding. Kentucky Venues is governed by the Kentucky State Fair Board.

### Employee Benefits:

Kentucky Venues offers extremely competitive benefits for eligible employees including health, dental, vision and life insurance, paid personal and sick leave, pension and supplemental retirement, free parking, EAP, and employee discounts.

### Position Summary:

The **Entries Coordinator** coordinates the intake and processing all Kentucky State Fair (KSF), North American International Livestock Exposition (NAILE) and National Farm Machinery Show (NFMS) Championship Tractor Pull (Tractor Pull). The coordinator assists the Manager and oversees subordinate staff in assembling information and preparing documents to ensure adherence to state policies and procedures and assists in the development of contracts, solicitation for prize monies and producing the annual Premium Listings.

### Essential Functions examples include but not limited to:

(must be able to execute with/without reasonable accommodation):

General duties performed in order to accomplish position objectives; inclusive of how and frequency of which they are performed

- Perform supervisory functions related to temporary hires within the Entries Branch to include planning, coordinating, and verifying work.
- Coordinator will process and categorize all KSF general and livestock entries, NAILE livestock entries and Tractor Pull contestant entries.
- Assist Manager to develop, implement, and manage programs and projects.
- Provide "right-hand" assistance to Manager for all daily departmental responsibilities.
- Assist Manager to coordinate Tractor Pull Drivers' Lounge operatives and record contestant pull distances.
- Perform and/or oversee departmental accounting for purchasing and securing event supplies.
- Adheres to and exemplifies Venue Values and service expectations
- Maintains a professional and approachable demeanor and addresses inquiries and concerns graciously and with a sense of urgency
- Performs relative duties and manages other responsibilities as assigned

### Physical Demands and Work Environment (must be able to execute with/without reasonable accommodation):

Necessary to be executed to accomplish essential functions

- Consistently communicates and interacts in-person and via voice call, video call, text, and email
- Regularly operates office devices including calculators, telephones, copy/fax machines and printers
- Regularly traverses facility space, including stairs, ramps, escalators/elevators, and heavily occupied spaces
- Office and event facility settings with moderate/high noise levels
- Usual work hours are weekdays, but during months of in-house events, work hours will include evenings, late nights, early mornings, weekends, and holidays; working more than 40hpw is during these months
- Regular exposure to hot/cold/humid climates and elements including livestock, hay, dirt/dust, and exhaust fumes

**Direct Reports:**

Positions that directly report to position  
Day Labor and Interim Staff

**Requirements for position (minimum Education Level, Years of Experience and Specialized Abilities):**

An equivalent combination of education and experience may be substituted.

- Four years of administrative support experience, preferably in an expositions or events setting.
- High school diploma or equivalent.
- Must be at least 18 years of age and authorized to work in the United States.
- Must have access to reliable transportation for transport to work location on time for scheduled hours.
- Required to submit to a background check.
- Must be eligible to work in the United States

**Desired Knowledge, Skills, and Abilities:**

Preferred candidates will possess the following

Knowledge of:

- Current best practices procedures of implementation of effective sponsorships programs.
- Customer service principles and best practices.
- Use of systems including word processing, file management, transcription, and form design.
- Basic accounting principles and applications and reporting financial data.
- Federal, state, and local laws, codes, and regulations relative to agriculture and livestock expositions.
- Basic operations of an event or other major public assembly facility.

Skilled at:

- Meeting high standards of service and maintaining effective relationships.
- Time management, critical thinking, complex problem-solving and decision-making.
- Developing creative and alternative ideas and solutions affluently.
- Understanding and communicating details relative to expositions events and entries.

Ability to:

- Achieve established objectives with minimal guidance and supervision.
- Communicate effectively with internal staff and external clients
- Conduct self in a professional and composed manner.
- Actively listen – give full attention, understand what is being said and ask clarifying questions.
- Proficiently use Microsoft Office applications and use/quickly learn to use department software.
- Operate a computer and other office devices including calculators, telephones, copy/fax machines and printers.
- Perform math functions quickly and accurately, applying appropriate methods in a given situation.
- Identify and assess details and deduce anything sub-par or problematic.
- Prioritize tasks and responsibilities within specified time constraints.
- Exert necessary muscle force to lift, push, pull, carry, or otherwise move objects.
- Understand spoken and written English and convey clear and concise messages, verbally and in writing.
- Apply general directives to specific scenarios to produce sound results or solutions.
- Work collectively as a team member and complete tasks individually.
- Function effectively in moderate/high-pressure situations.

**To Apply:**

Complete an application at [kyvenues.com/apply](https://kyvenues.com/apply)

*Kentucky Venues is an equal opportunity employer. Kentucky Venues does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, gender identity or expression, ancestry, age, pregnancy, or related medical condition, marital or familial status, disability, veteran status, political affiliation, or genetic information in accordance with state and federal laws.*