



## Executive Office Administrative Support

**Job Type:** Full-time, 37.5 hours per week  
**Salary:** \$48,000.00 – 55,000.00 – Commensurate with experience  
**Work Location:** Kentucky Exposition Center, 937 Philips Lane, Louisville, KY 40209

### Organizational Summary:

Kentucky Venues operates the Kentucky International Convention Center (KICC) and the Kentucky Exposition Center (KEC) 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 Executive Office Administrative Support position provides administrative support to the Kentucky Venues Executive Office.

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

- Serve as Board Liaison to the Kentucky State Fair Board and its committees
- Attend and take notes of the actions of Board and committee meetings
- Produce meeting minutes from meeting notes and recordings, and finalize them in a timely manner
- Implement Board communications, coordinate agendas, distribute meeting notifications
- Provides assistance and support in processing executive correspondence
- Prepare meeting packets and prepare the conference room for meetings
- Maintains accessible electronic and paper files, as needed
- Coordinate all aspects of incoming and outgoing Board members to include onboarding paperwork, as directed
- Coordinate Board member needs such as ticketing and lodging for in-house events
- Obtain and process travel and per diem documentation
- Serve as primary contact and party responsible for Board administrative support
- Coordinate schedules and communications, including travel and meeting preparations
- Liaise with facility partners, sponsors and guests
- Collaborate on projects with facility departments regarding administrative functioning
- Provide support and assistance as needed to Executive Office Manager, including answering phone, greeting guests and supporting the functions of the Executive Office
- Meets high expectations of professionalism and service
- Adheres to and exemplifies Venue Values and service expectations.
- Maintains 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.
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### Direct Reports:

- No direct reports

**Physical and Mental Demands** (must be able to execute with/without reasonable accommodation):

- Often remains stationary within a workstation, operating a computer and a multi-line phone
- 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
- 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 likely during these months
- Exposure to hot/cold/humid climates and elements including livestock, hay, dirt/dust, and exhaust fumes

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

An equivalent combination of education and experience may be substituted.

- High school diploma or equivalent
- 2 Years of experience needed in executive office setting
- Certified Administrative Professional (CAP), preferred
- Must be eligible to work in the United States

**Desired Knowledge, Skills and Abilities:**

Knowledge of:

- Knowledge of and ability to professionally use transcription and form design
- Knowledge and experience in producing meeting minutes

Ability to:

- Ability to prioritize tasks and responsibilities within specific time constraints and shifting priorities
- Ability to perform in a professional manner and maintain a professional demeanor in a high-stress, fast paced environment
- Ability to work cooperatively with stakeholders including public officials, Louisville Tourism, Louisville Hotel Association, and community attraction representatives

**To Apply:**

Complete an application at [kyvenues.com/apply](http://kyvenues.com/apply) and attach a letter of interest, résumé and professional references.

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.