

SPONSORSHIP ASSISTANT POSITION

Gallatin County Fairgrounds – Big Sky Country State Fair

The Sponsorship Assistant duties include writing, research, relationships, working with marketing partners, and sponsor activation under the supervision and direction of the Marketing/Sponsorship Director and the General Manager. Will also assist with duties and tasks related to the 2019 Big Sky Country State Fair.

Hours: February to August – maximum of 900 hours /fiscal year beginning FY19 February and ending FY20 August. Part-time, flexible hours February – May, with full-time hours in June and July. Must be available for Big Sky Country State Fair, July 17-21, 2019.

Rate of Pay: \$13.00/hour

Duties:

- Assist with building and leading all phases of a sponsorship program
 - Assist with developing and maintaining relationships with viable partners from a local and corporate level
 - Assist with sponsor prospecting
 - Assist with proposal customization and presentation
 - Contract revision and servicing
 - Sponsor support and fulfillment
 - Assist with development and implementation of sales plan to sell all available assets on sponsor roster
 - Initiate new assets that are sensible in their viability for potential sponsors
 - Assist with maintaining sponsorship budget
 - Assist with forming partnerships with upsell opportunities that build rapport and loyalty
 - Assist coordination of sales and agreements with marketing team, social team and web team for benefit activation
 - Work with Facilities Director and General Manager for onsite activation space, amenities needs, etc.
 - Assist with creating fulfillment reports for each sponsor post-Fair
- Assist with grounds entertainment, meet and greets for concert, and other assorted duties as time permits after completion of primary duties during the 2019 Big Sky Country State Fair

Position will be listed until filled.

Application:

Interested individuals should go to the Gallatin County website at www.gallatin.mt.gov , click on Job Openings, click on the Gallatin County Application for Employment and Applicant Survey links complete and return both to:

Dennis Voeller, General Manager
Gallatin County Fairgrounds
901 North Black

Bozeman, MT 59715

Email: dennis.voeller@gallatin.mt.gov