

Catering Manager

The Antelope Valley Fair is looking to hire a Banquet, Catering, and Event Coordinator to assist with the coordination and execution of events taking place in our banquet and event facilities. This position is hands-on and will require open availability including weekends and evenings. Responsibilities will include working with clients and staff on event logistics as well as training and supervising staff during and leading up to events. In addition, you will work closely with the following departments; marketing, events, and kitchen. Experience in banquet management and event coordination for events up to 1000 guests is preferred. Highly effective communication skills are a must.

Pay commensurate with experience.

Please submit resume and salary history to:

Dan Jacobs

dan@avfair.com

Event/Facility Coordinator

The Antelope Valley Fair is looking for a dynamic individual to facilitate facility events and rentals. The Event/Facilities Coordinator will work closely with customers and event's staff to support all facilities activities. The Coordinator will be the first point of contact for customers seeking support and information from the Antelope Valley Fair. The Event/Facilities Coordinator will provide administrative support to the customer, staff, and manage office functions including: contracts, insurance, work orders, building set up, facility attendant assignments, security assignments, parking coordination, event accounting systems, maintaining office records, and providing general support services for the event staff. This individual will also help coordinate and facilitate in-house events. Experience in facilities management, especially with food & beverage, is preferred.

Pay commensurate with experience

Please submit resume and salary history to:

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