

# LANE COUNTY FAIR—TEXTILES COORDINATOR APPLICATION

## POSITION OVERVIEW:

The Textiles Coordinator is responsible for organizing and overseeing all textiles related activities and exhibits during the Lane County Fair. This role requires strong organizational skills, clear communication, teamwork, a passion for textiles and the fair community. As a coordinator you will work independently and will not be an employee of Lane County. Coordinators are required to be on-site during entry drop off, entry pick-up and throughout the week of Fair.



## DUTIES PERFORMED:

- Providing input for department offerings, rules and policies.
- Identifying judges qualified to judge in your department.
- Accepting telephone & email inquiries from exhibitors
- Attending scheduled Fair planning meetings.
- Assisting in the layout of the department.
- Soliciting merchants for donor awards.
- Scheduling educational demonstrations and coordinating them with the Fair.
- Scheduling and hiring department clerks and other staff using volunteers when possible.
- Ensuring that all entries are entered in the correct Divisions and Classes and follow published entry guidelines. Includes rejecting entries that do not meet the guidelines.
- Monitoring exhibits during the Fair and coordinating release.
- Coordinating judging of exhibits and providing judging results to Fair.
- Ensuring the accuracy of placing awards and distributing awards.
- Ensuring all Fair general rules are adhered to and the department is run ethically.

## CONTACT INFORMATION

FULL NAME:

ADDRESS:  CITY  ZIPCODE

PHONE NUMBER:  EMAIL:

**PLEASE RETURN COMPLETED FORM TO VICKI VAN PATTEN AT [VICKI@LANEEVENTSCENTER.ORG](mailto:VICKI@LANEEVENTSCENTER.ORG)**  
**CANDIDATES ARE FREE TO SUBMIT ANY ATTACHMENTS WITH THIS APPLICATION**  
**(RESUME, COVER LETTER, ETC.)**

**EXPERIENCE**

(Please list any experience that you have working with the community, in textiles, etc. - Include any relevant skills and organizations you are a member of.)

**WHY ARE YOU INTERESTED IN THE POSITION?****CHANGES/IDEAS FOR THE DEPARTMENT**

## **REFERENCES**

PLEASE PROVIDE AT LEAST TWO REFERENCES

FULL NAME:

CURRENT TITLE:

RELATIONSHIP TO YOU:

PHONE NUMBER:

EMAIL ADDRESS:

REFERENCE DESCRIPTION (ONE SENTENCE EXPLAINING HOW YOU KNOW OR HAVE WORKED WITH THIS PERSON, WHERE, WHEN, AND FOR HOW LONG):

FULL NAME:

CURRENT TITLE:

RELATIONSHIP TO YOU:

PHONE NUMBER:

EMAIL ADDRESS:

REFERENCE DESCRIPTION (ONE SENTENCE EXPLAINING HOW YOU KNOW OR HAVE WORKED WITH THIS PERSON, WHERE, WHEN, AND FOR HOW LONG):