San Diego County Fair Exhibit Coordinator

General Description:

The San Diego County Fair Exhibit Coordinator is responsible for the design, organization, and materials acquisition for the annual SDBG entry at the San Diego County Fair. The Coordinator oversees the operation from concept to finished product.

Duties:

1. Attend all relevant meetings
2. Recruit and organize a cadre of three or four principal volunteers.
3. Plan budget for exhibit in cooperation with the SDBG Director of Operations.
4. Produce or have produced a preliminary design for the exhibit.
5. Oversee procurement of required plant material and non-plant materials (e.g. lumber, boulders, props, etc.) necessary to execute the design.
6. Coordinate with the fairgrounds garden show staff to ensure appropriate layout of the SDBG display, block placement, soil delivery, and electrical hookups.
7. Oversee final drawing/plant key of the exhibit, ensuring that all plants are correctly identified.
8. Attend awards ceremony at the end of the set-up period.

Specific Skills:

1. Basic knowledge of garden plants common to the San Diego region
2. Basic knowledge of garden design
3. Ability to think creatively and manage multiple priorities
4. Ability to delegate and coordinate tasks among others
5. Better than average sense of humor and proportion

Time Required:

1. Varies in direct relation to timing of SD County Fair.
2. The weeks leading to set-up week require a minimal time commitment of generally less than five hours weekly, primarily devoted to exhibit design and procurement of materials.
3. Set-up week may require every day attendance.

Recommended Term:

Minimum of two years