



## **Event Services Coordinator Job Summary**

### **South Carolina State Fairgrounds | Full-Time**

Join the team behind one of South Carolina's most iconic destinations. The South Carolina State Fair is seeking an **Event Services Coordinator** to help bring events to life, from large-scale shows and rentals to the annual South Carolina State Fair.

This is a **hands-on, fast-paced role** for someone who enjoys seeing their work come together in real time. You'll play a key role in setting up, maintaining, and executing events while working closely with vendors, internal teams, and leadership to ensure everything runs smoothly.

### **What You'll Do**

- Coordinate and support event setups and breakdowns across the fairgrounds
- Work directly with vendors, show promoters, and internal teams
- Assist with event layouts and floor plans
- Operate equipment such as forklifts and lifts
- Track, manage, and maintain event equipment inventory (tables, chairs, staging, etc.)
- Help keep facilities clean, safe, and event-ready
- Follow and enforce safety procedures for staff, vendors, and guests
- Support maintenance staff with facility upkeep and projects during non-event periods

### **What We're Looking For**

- Experience in event operations, trade shows, or facilities support
- Strong organizational and problem-solving skills
- Comfortable working outdoors and performing physical work
- Ability to work independently and as part of a team
- Strong communication and coordination skills

1200 Rosewood Drive, Columbia, SC 29201  
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## **Physical Requirements**

- Ability to lift and move equipment up to 50 pounds regularly
- Ability to stand, walk, bend, and perform physical tasks for extended periods
- Ability to work outdoors in varying weather conditions
- Ability to walk long distances during events

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

## **Schedule**

- Monday–Friday daytime hours (varies based on events)
- Nights, weekends, and extended hours required during events
- Must be available to work extended hours and remain onsite during the South Carolina State Fair

## **Pay**

- **\$22–\$25 per hour**, based on experience

## **Benefits**

Eligible employees may participate in a comprehensive benefits program, which includes:

- Paid time off and holiday pay
- 401(k) retirement plan with employer contribution
- Health, dental, and vision insurance options

Additional benefit details will be provided upon hire.

## **Equal Employment Opportunity**

The South Carolina State Fair is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, or any other protected status in accordance with applicable law.

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