

**For Immediate Release**

Contact: Office, 520-762-9100  
Office@Pimacountyfair.com  
Website: [www.PimaCountyFair.com](http://www.PimaCountyFair.com)

**NOW HIRING!  
SEASONAL RECEPTIONIST/OFFICE CLERK**

The Pima County Fair is seeking a seasonal receptionist to start working January 2024 through May 31, 2024. The position could include long hours, nighttime and weekends leading up to and during the Pima County Fair.

Duties include but are not limited to meeting and greeting the public, managing multiple phone lines with a high call volume, clerical support to the fair administrative and management team, along with other general office duties. Candidate must be proficient in Word, Excel, Outlook and must be able to type accurately. Additional responsibilities include processing fair vendor applications, filing and assisting with credentials.

General knowledge about the Pima County Fair is required and an event experienced, bilingual individual, able to work in a fast-paced environment is a plus.

**Pay:** \$17.00 per hour

Applicants are required to provide acceptable identification per Form I-9, and to pass a background check.

Applications are available for download at [www.Pimacountyfair.com](http://www.Pimacountyfair.com) and can be emailed submitted via email to [Office@PimaCountyFair.com](mailto:Office@PimaCountyFair.com) by January 5, 2024.