



Advertising Coordinator: October Event Printed Program

Job Title:	Advertising Coordinator for October Printed Program	Position Type:	Volunteer Committee Chairperson
Reports to:	Coordinator for Printed Program	Date Posted:	2/27/19
Location:	378 Fair Hill Drive, Fair Hill, MD	Job Start:	Immediate
Level:	Critical Volunteer Position	Major Job Work:	Prior to 8/31 deadline
Job Postings:	By direct email to our volunteer database; FHI Facebook, FHI website, Instagram, Twitter		
Posted by:	Kathie Troutman, Volunteer Director		

Please send interest note, questions, or application to:

EMAIL: kathie.troutman@comcast.net

SUBJECT LINE: Chair – Program Advertising

Job Description

OVERVIEW:

Fair Hill International is a non-profit entity producing the Dutta Corp. USEF Fall Eventing Championship, and Young Event Horse East Coast Championships, October 17-20, 2019. This position is for an enterprising and creative volunteer to identify and solicit prospective advertisers for ad spots in our 95+ page full-color printed program and then follow-up by obtaining their copy to spec. A critical position, it requires initiative, imagination, and perseverance. This individual works under the guidance of the Printed Program Coordinator and FHI Sponsorship Coordinator, and in collaboration with the Program Graphic Artist.

ROLE AND RESPONSIBILITIES:

This energetic individual will represent Fair Hill International and encourage valuable opportunities to potential clients to be identified with our expanding event.

The Printed Program Advertising Coordinator will identify and contact various local and regional businesses and corporate contacts to solicit one of several established levels of advertising in the October printed program.

The deadline for Ad space reservation is 8/15/19; copy by 8/31/19.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Experience soliciting advertising (sales) is a plus but initiative and determination are equally important! Business contacts and knowledge of local businesses, the October event and Eventing is a plus.

PREFERRED SKILLS

Good communication skills. Ability to coordinate with others towards critical deadlines.

ADDITIONAL NOTES

We welcome inquiries without commitment. If you are ready to take on a vital role, this is for you! Please also see a separate posting for the Printed Program Chairperson. Have a friend? --- partner with them!