

Tipton County Event Center at the Fairgrounds – Assistant

Department:

Tipton County Event Center at the Fairgrounds
1200 South Main Street
Tipton, Indiana 46072

Reports to:

Director of Facilities & Events of the Tipton County Event Center at the Fairgrounds

Hours/week:

20 hour/week; flexible,
but more hours during the Tipton County Fair and Seasonal/Special Events

Description:

Assistant to the Director of the Facilities & Events. To learn more about the Tipton County Event Center, please visit, <https://www.tiptoncofairgrounds.com/>

Essential Duties & Responsibilities:

- Receive and process camping reservations accurately using the Campspot reservation system.
- Provide friendly and professional customer service via phone, email, or in person.
- Answer inquiries about campground availability, amenities, pricing, and policies.
- Modify or cancel reservations as requested, following company and system guidelines.
- Maintain accurate records of bookings and customer interactions in Campspot.
- Communicate effectively with on-site staff to ensure smooth check-ins and guest experiences.
- Follow all data privacy and confidentiality standards when handling guest information.
- Assist with other administrative tasks as needed during scheduled hours.
- Enter financial and operational data into QuickBooks with accuracy and attention to detail.
- Assist with tracking payments, invoicing, and basic bookkeeping tasks as assigned.
- Maintain organized records of reservations and financial entries for reporting purposes.
- Answer telephones and greet customers or visitors in a professional and friendly manner, helping or providing directions as needed. Take messages or route calls to voicemail when appropriate.

Qualifications:

- Strong organizational and time management skills with attention to detail. Ability to accurately record and deliver information to meet deadlines, to explain procedures, to maintain confidentiality of restricted information and to follow directions.

- Work effectively in an environment that combines independent action and teamwork with colleagues and external organizations.
- Capable of taking initiative, self-motivated, assuming responsibility and following through on commitments.
- Be able to lift and carry 30-50 lbs.
- Be able to stand for long periods of time if needed.
- Excellent written and oral communication skills.
- Be able to use standard office equipment, including a computer, fax machine, copier, telephone, fax machine.
- Occasionally work hours outside the scheduled hours, but not limited to evenings, adjusted schedules, weekends, or holidays if needed, especially during the Tipton County Fair.
- Demonstrates professionalism, diplomacy, and emotional intelligence when serving the public, including high-conflict or emotionally charged situations, and remains calm, respectful, and resilient when interacting with hostile individuals or navigating sensitive issues.
- Perform all other duties as assigned by Director of Facilities.

Additional Information:

- High School Diploma/GED required, college coursework preferred.

If interested, drop off or mail resume to the Tipton County Fairgrounds Office at
1200 South Main Street, Tipton, Indiana 46072 by November 7, 2025