

## **Full Time Fair Manager Position**

This is a full time Big Horn County position under the joint supervision of the Big Horn County Fair Board and Big Horn County Commissioners. This position includes some evenings and weekends as necessary for board meetings and onsite events. In cooperation with the Big Horn County Fair Board, this position's primary responsibility is the management and organization of the annual Big Horn County Fair, and management of the rental and usage of the fairgrounds facilities including the REA Multipurpose Building and fair hall. This position requires attention to detail, extraordinary organization skills and self-motivation. This position will supervise seasonal hourly employees who will assist the manager with all aspects of conducting the annual county fair. The fair manager must work well with others, have a strong work ethic, customer service skills and marketing skills. Duties and skills needed for the position include but are not limited to:

- Computer skills (knowledgeable in various software programs and ability to quickly learn new programs including ShoWorks)
- Social media management & online ticket sales
- Knowledge and familiarity with FFA/4H organizations
- Strong understanding of fair exhibits, competitions and livestock management
- Strong communication and conflict resolution skills
- Sales and marketing experience
- Strong skills in inventory, cash management and budgeting procedures
- Strong motivational and supervisory skills
- Familiarity with various contracts and negotiation skills
- Excellent oral and written communication skills

Responsibilities of this position include but are not limited to: selling of ads, developing and publishing the annual fair book, booking and scheduling all fair entertainment/shows/competitions, recruitment and assignment of judges/superintendents. This position will be expected to work collaboratively with the county groundskeeper to ensure the grounds are clean, maintained and organized at all times. This position will also be responsible for processing expenses, tracking budgets and coordinating all financial activities with the fair board and county staff. This position will require some light janitorial work in the fair office and other areas as necessary.

Other expectations and requirements include but are not limited to: must be able to lift 60 lbs, available to work extended hours during the fair, travel as needed for fair business, have a valid driver's license and dependable transportation, desire and willingness to ensure the fair atmosphere has a strong sense of community that is inviting and entertaining for attendees and participants.

This job description is not all inclusive. Other duties and responsibilities will be assigned as necessary.