

**CALHOUN COUNTY AGRICULTURAL AND INDUSTRIAL SOCIETY
CALHOUN COUNTY, MICHIGAN**

FAIR MANAGER JOB DESCRIPTION

Job Title: Fair Manager/Executive Director

Job Summary:

The Fair Manager is responsible for the day-to-day operation of the Calhoun County Fairgrounds and its facilities, and for overseeing all aspects of the annual Calhoun County Fair. The Fair Manager shall be responsible for the planning, preparation, promotion and production of the Calhoun County Fair.

Supervision:

The Fair Manager works under the specific supervision of the President of the Fair Board and keeps him/her informed on a continual basis of any and all activities, problems or concerns. The Fair Manager works under the general supervision of the full Fair Board of Directors. If any conflict should occur between the President of the Fair Board and the full Fair Board, the Fair Manager will follow the supervision of the majority of the Fair Board.

The Fair Manager has supervisory and/or management responsibility for any full or part time help hired by the Fair Board.

General Duties and Responsibilities:

The Fair Manager is responsible for supervising fairgrounds staff, overseeing coordination and utilization of fairground facilities, and negotiation of contracts with individuals or groups wanting to use the fairgrounds. The Fair Manager shall comply with the Articles of Association and Bylaws of the Calhoun County Agricultural and Industrial Society (CCAIS), and the rules and regulations of Michigan Department of Agriculture pertaining to such societies and fairs.

Regular And Ongoing Duties And Responsibilities:

1. Maintain staff by recruiting, selecting, orienting and training employees; prepare job descriptions for all staff and perform at least annual reviews with all employees; maintain a safe, secure, and legal work environment; develop personal growth opportunities. Maintain employee records and prepare payroll sheets to ensure an accurate record of hours worked and that employees are accurately compensated.
2. Attend Fair Board meetings, record meetings, publish meeting records and notices when necessary and submit same for approval as the official record. Attend other meetings pertaining to Fair operations as directed by the Board.

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3. Coordinate, prepare and maintain schedules and agendas for workshops and meetings. Prepare, assemble and distribute agenda packets for workshop and meeting attendees. Obtain and present the Fair Board with information for its use in making decisions. Express his/her opinion at Board meetings on all matters impacting the Calhoun County Fair.
4. Maintain an office at the Fair Grounds wherein financial, correspondence and fair production files are stored in such an organized fashion that a Fair Board member can access and locate any information at any time. The office must be kept tidy and clean, the standard being that a public meeting could be held there without notice.
5. Determine needs for supplies and equipment and make requests per policies for their acquisition; monitor the use of tools, and equipment to ensure adequate resources. Maintain appropriate property inventory for the fairgrounds. (i.e. equipment, office supplies, tools, etc.)
6. Respond to correspondence, telephone inquiries, messages and email messages in a timely fashion; within one day of receipt shall be the normal standard. Postal mail, email and telephone messages must be checked on a frequent, preferably daily basis.
7. Perform all monthly financial duties required; pay bills, deposit checks, maintain check registers, reconcile bank statements, and present a financial report at each meeting. Coordinate bills with vouchers, prepare checks and present to Board for payment. Maintain a clear accounting of all transactions, assigning each to the appropriate budget category to provide clear tracking of all money.
8. Maintain the information systems and upgrades for the computer, internet and software to be capable of communicating or transferring data with other counties, State, 4-H, FFA and other youth organizations on Fair related programs.
9. Maintain the Calhoun County Fair website.
10. Maintain good public relations at all time. Maintain good working relationships with local and county governments; maintain good working relationship with Extension personnel, and Calhoun County 4-H programs, FFA programs and any other youth organizations recognized by CCAIS.
11. Act as a public contact for the Calhoun County Fair; receive outside feedback concerning Fair and provide any such information to the Fair Board. Respond readily to inquiries from the general public, clients, and vendors regarding Fair Grounds programs and activities.
12. Participate on various internal and external committees as a representative for the Board when specifically asked by the Board.
13. Conduct special projects and assignments as requested by the Fair Board.

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14. Keep abreast of current trends in programming, promotion and management of County Fairs to learn new opportunities to optimize the Calhoun County Fair.
15. Exercise independent judgment and creative problem solving in order to satisfy primary responsibilities.
16. Handle all other duties as assigned for the betterment of the Fair Grounds and CCAIS by the Fair Board.

Annual Duties And Responsibilities:

1. Manage and disseminate information from the Michigan Association of Fairs and Exhibitions. Represent the Fair Board at regional and state conventions put on by MAFE and other forums as determined necessary by the Fair Board. Register for and make travel arrangements for the Board to attend such events.
2. Prepare the annual Calhoun County Fair Budget for approval from the Board.
3. Prepare for audit by preparing a clear summary of receipts and disbursements, vouchers and invoices, bank transactions and reconciliations from all accounts.
4. Evaluate insurance needs for the Calhoun County Fair and Fair Board and secure necessary coverage with Board approval.
5. Keep by-laws and policy manual up-to-date with amendments and changes. Keep Board member contact information up-to-date and available.

Duties And Responsibilities Relating To Fair Production:

1. With the Board, develop programming and events to provide a broad spectrum of quality entertainment and recreational opportunities.
2. With the Fair Board and in cooperation with the 4-H, FFA and other recognized youth organizations, develop the Fair schedule; coordinate all acts, entertainment, activities, shows and exhibits.
3. Develop and implement a marketing and advertising plan for the Fair. This will include website maintenance, radio, and newspaper advertisement.
4. Prepare for and oversee publication of the Fair Book. This includes gathering information, editing and timely delivery to the printer.

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5. Prepare for and oversee production of other promotional materials, such as brochures and posters.
6. Oversee and implement distribution of all printed promotional materials, such as brochures, posters and Fair Book.
7. Oversee sponsorship and donations for all awards, Fair Book advertising, and events.
8. Oversee development and implementation of a system to follow up on obtaining donors, superintendents, judges, vendors, technical/infrastructure support and contracts with entertainment.
9. Manage information and keep current files of vendors, fundraising and donation records, personnel records, employment applications, contacts and special projects.
10. Solicit, review and accept or reject booth vendor applications. Ensure vendors have paid all applicable fees and deposits and have proper insurance. Ensure all events are served adequately by food vendors. Layout, assign and oversee vendor and booth locations. Ensure that all events are adequately served by food vendors.
11. Accept and coordinate all fair entries, and prepare call sheets for fair events, such as open class exhibits, horse show, dog show, youth talent contest, demolition derby, etc...
12. Maintain inventory of ribbons and trophies and compile orders to meet needs.
13. Work closely with the Extension Office and FFA representatives and other youth organization personnel to ensure preparation for events is complete, establishing and confirming who will take responsibility for required tasks.
14. Work closely with Fair Grounds maintenance personnel to ensure the Grounds are ready for the Fair.
15. Establish and follow a monthly 'to do' itinerary for manager and Board to follow.
16. Attend Fair, manage Fair office, compile and disburse results, oversee distribution of awards.
17. After Fair, audit all cash proceeds from fair events; oversee clean up and logically file all documents for use in future.
18. Obtain, organize and review all feedback and suggestions. Work with Board to ensure such information is reviewed and considered.

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Education, Experience And Training:

Minimum Education: Education requirements will be dependent on experience.

Special Training or Experience: Business communications, marketing and advertising experience, office management, basic accounting, and computer training and experience are highly desirable.

Knowledge, Skills And Abilities:

1. Knowledge of management principles and practices
2. Knowledge of principles and practices of fair operation and administration
3. Skill in utilizing problem solving strategies
4. Knowledge of marketing and event management principles
5. Knowledge of program planning principles, human resources management principles and practices and supervisory principles and practices
6. Ability to write reports with sufficient detail to enable the reader to identify and understand all pertinent facts
7. Knowledge of current technological capabilities and applications
8. Ability to establish and maintain effective working relationships with other professionals, subordinate employees, media, other organizations, board members, other advisory councils and the general public
9. Ability and commitment to promoting the fair year around
10. Skills in supervising, leading and delegating tasks and authority

Environmental Conditions:

The majority of this position's duties are performed within an indoor or a protected environment. However, this position will also require some outdoor work in varied weather conditions.

Physical Requirements:

1. Ability to conduct activities involving walking 33% of the time, standing 33% of the time, and sitting 34% of the time.
2. Ability to lift carry, push and/or pull burdens of minimal weight up to 50 lbs.
3. Ability to grasp and manipulate office equipment and similar other tools and materials.

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4. Ability to conduct activities involving stooping, kneeling, bending, crouching, crawling, twisting, climbing, and reaching. These activities are minimal but may be required for job completion.
5. Ability to participate in routine conversation in person or via telephone and to distinguish telephone, voice and other auditory tones.
6. Ability to use a computer for prolonged periods of time.
7. Must pass initial and periodic drug tests.
8. Ability to operate a vehicle. Must have valid Michigan driver's license.

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