

## **Calhoun County Agricultural and Industrial Society**

### **Calhoun County Fair Management Position**

The Calhoun County Agricultural and Industrial Society (CCAIS) is seeking a Fair Manager/Executive Director for all operations at the Calhoun County Fairgrounds.

Position Title: Fair Manager/Executive Director

Full Time Exempt Position: Time commitment and hours vary throughout the year

Reports to: Board President and Fair Board of Directors

General Description of Position (Full job description is available from Fair Office)

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, as well as developing and organizing other revenue based special events on the fairgrounds, and any other events on the property.

Job Duties:

Facility Management - Administer all procedures and policies for facilities. Work with Board to develop long range upkeep plan and schedule. Development and implement revenue based off season Special Events.

Office Management - Responsible for Front Office operations, including office equipment. Oversees all contracts for security, specialty contracts, sound systems, exhibits, events and entertainment. Oversees Exhibits, Events, and Entertainment, Volunteer Coordinators and all Cashiers. Orders all tickets and ribbons and logo merchandise for the Fair.

Staff and Volunteer Supervision - Responsible for supervising fairgrounds staff, and for managing and recruiting volunteers for various fairground events.

Promotion and marketing of fair and events - Promote the annual fair and other events through coordinated communications plan and build a wider audience for fairgrounds events.

Finance – Work with Finance Committee to handle all financial matters regarding fairground operations, and ensure that revenue and expense operations run effectively. Responsible for planning and reconciliation of the budget.

Preferred qualifications

Calhoun County Agricultural and Industrial Society  
Fair Manager Job Posting  
Fall 2018

The right candidate should be highly organized with a track record of sales and management. Education requirements dependent on experience. Supervisory experience of employees and volunteers, past experience planning and conducting events, and cash handling experience and supervision preferred. Familiarity with fairs, 4-H and FFA programs desired. Must successfully pass a background check and drug test.

Salary

Full time position with time commitment varying through the year. Salary negotiable depending on experience.

Questions regarding the Calhoun County Fair: CCAIS office – (269) 781-8161

To Apply: Applications will be accepted until September 21, 2018 at 5 pm. Submit cover letter, resume and references to Susan Baldwin, Board Secretary at [susanbaldwinbc@gmail.com](mailto:susanbaldwinbc@gmail.com) or mail to:

Susan Baldwin, CCAIS Board Secretary  
164 W. Hamilton Lane  
Battle Creek, MI 49015