



Stephenson County Fair Association Executive Manager

Annual Salary: \$32,000 with incentive program

Application Deadline: Friday, August 24, 2018 in the fair office (not a postmark date)

Required Documents: Cover Letter, Resume (CV), 3 References, and Writing Sample

Send to: info@stephensoncountyfair.org or

Stephenson County Fair 2250 S Walnut Rd Freeport, IL 61032

General Statement of Duties:

Works under the direction of the fair board, and coordinates implementation of policies of the Stephenson County Fair Board. Responsible for maintenance and growth of revenue for the Stephenson County Fair. Plans, organizes, promotes, and directs all phases of the Stephenson County Fair. Serves as a liaison between the Stephenson County Fair Board and other agencies or businesses. Supervises and trains office clerical personnel. Directs maintenance personnel of ongoing activities on a full and part-time seasonal basis.

Supervision Received:

Utilizes considerable independent judgment and initiative under the general supervision of the Fair Board. Performance is evaluated on time use of the fairgrounds, multiple use of the facilities, physical maintenance, fiscal controls, profit/loss, and fairgrounds services to the community.

Supervision Exercised:

Manages, supervises, directs, and coordinates work of assigned personnel. Directs and coordinates work of volunteers.

Duties and Responsibilities:

Plans, coordinates, schedules, and promotes a variety of cultural, educational, recreational, and civic shows, exhibitions and conventions.

- Produces income for operations through rental of space, equipment, and facilities
- Completes fundraising and sponsorship agreements to secure additional resources for fairgrounds operation
- Identifies opportunities for grants, writes grant proposals, and secures grants for operation of the fair and fairgrounds
- Assures and manages fiscal and other compliance needs with grant requirements
- Markets the fairgrounds year-round events
- Markets the annual County Fair

- Assists the Fair Board and committees in planning, organizing, and producing one or more fundraising events each year
- Provides publicity and information as required
- Prepares and administers the annual fair budget including monthly bank statement reconciliation and bill payments with oversight by the Treasurer
- Prepares, controls, and presents budgets for individual events. Monitors expenditures for compliance with budgets.
- Plans and implements annual maintenance and physical improvement projects at the fairgrounds with the building and grounds supervisor, committee and direction of the board
- Manages maintenance, office, and all other assigned personnel
- Manages, coordinates, promotes, publicizes, and produces the annual County Fair
- Develops and promotes the fair and facilities through community public relations: speaking engagements, newspaper column, website, social media avenues, radio, and tv interviews
- Attends Fair Board meetings, committee meetings, and other meetings as directed, including state, regional, and community meetings as well as association meetings and trainings as they pertain to the fair and its operations.
- Acts as the Fair Board Administrative Assistant
- Maintains archives of the actions and resolutions of the Board of Directors and its committees
- Acts as liaison between the Fair Board and other county youth development organizations (4-H, FFA, Livestock Auction Committee)
- Prepares correspondence, reports, and documents for the Fair Board
- Completes other duties as assigned

Knowledge of:

- Public relations and public speaking, budgeting and fiscal controls, event and facility promotion and marketing
- Generally accepted accounting practices and fiscal procedures
- Public accounting procedures
- Fair operations and rental management
- Managing construction and remodeling projects

Skill in:

- Project a positive, professional image for self and Stephenson County Fair
- Operate a computer and software necessary to perform the requirements of the job including but not limited to current Microsoft Windows Operating System with a strong knowledge of Outlook, Word, Excel, Publisher, Power Point, Website management, and Quick Books
- Marketing and promotion
- Planning, organizing, and time management
- Personnel and facility management
- Public relations, organization, and leadership
- Negotiating and managing contracts related to sponsorship, events, and facilities management
- Journalism: the ability to write newspaper articles, produce posters, flyers, fair premium book
- Website and social media presence, design, and maintenance

Ability to:

- Attend work and meetings as scheduled and required
- Communicate verbally and in writing suitable for management level position
- Interact with public and private businesses in a courteous, tactful, and firm manner
- Establish and maintain cooperative working relationships with contractors, colleagues, and the public
- Ability to make independent decisions in accordance with established guidelines: to use initiative and judgement in carrying out tasks and responsibilities with limited instructions and guidance

Employment Qualifications:

Equivalent of two years of college level course work in accounting, data processing, marketing, business and related areas. Prefer an Associates Degree in a related area. Minimum two years of fair experience or equivalent experience including budgeting, contract negotiations, accounting, and promotion

Other Requirements:

- Physical ability to access all areas of the fair grounds
- Ability to sit, stand, or walk for extended periods, with normal manual dexterity and hand-eye coordination, and with hearing and vision in normal range
- Ability to operate general office equipment
- Own an insured personal vehicle in good working condition for transportation to meetings and required events for the position of Executive Manager of the Stephenson County Fair
- Maintain a valid Driver's License issued by the Department of Motor Vehicles at all times

Working Conditions:

Work is performed both in office and outdoor environments. Some exposure to dirt and dust. Some exposure to domesticated animals. Some working around moving vehicles. Continuous contact with staff and the public. Some exposure to loud noise level events. Set office hours will vary throughout the year with much more time on grounds and in office required in the months leading up to the fair, fair week, and weeks following the fair.

This job description describes the general purpose and responsibilities assigned to this position and is not an exhaustive list