

JOB DESCRIPTION

Database Coordinator

The Database Coordinator is a part time paid position that does the following duties:

- Pen Numbers/Exhibitor Numbers/Exhibitor ID cards (before and during fair for lost or missing pen cards and exhibitor numbers)
- Exhibitor information sheet updated with practice schedule and show schedule
- Showmanship Classes/Breeding Classes paperwork
- Print Class Lists
- Prepare and print Auction Sale Order
- Meet with Tech to network all computers/printers
- Tag In – Enter weights
- Remove Sifted animals and remove double entries
- Confirmation Classes paperwork
- Run weight reports for superintendents so can put weights on pen cards
- Enter placing during all shows
- Enter Grand/Reserve and Showmanship Winners
- Remove multiple species for same exhibitor (except Grand and Reserve Winners)
- Work with Grant to run sale order – Post – Make adjustments as necessary
- Edit Buyer Receipts, current market prices, cover sheet, sale order, shipping instructions, fees
- Set up for Auction: Enter buyers, network in sale barn, run auction, buyer summaries, receipts, processing, post auction resale
- Post Auction Reports
- Announcer Books
- Barn Books
- Award List
- Attend all livestock meetings and the Mandatory Leader Meeting
- Attend Executive Board meetings starting January of the fair year
- After Superintendent does class list, enter classes and print
- Have Livestock knowledge, Livestock show knowledge and fair operations

The position is open to all committee and non-committee members, if a committee members is selected they may/or may not be asked to step down from the committee they are serving on at the time of signing of contract. The Database Coordinator shall reflect the professional standards of the Verde Valley Fair Association, Inc. in all matters of conduct throughout the duration of all engagements. Database Coordinator further agrees to be cooperative with the Fair staff in all matters pertaining to its Livestock Shows and database. The Database Coordinator agrees to attend any training offered to further their education. We can add or subtract to this job description depending on needs as they arise.

Those wishing to apply need to fill out the Verde Valley Fair Association which can be found at the office or if you call the office, we can email the application to you 928-634-3290. Deadline is August 13, 2021 at 4 pm.

Salary: DOQ and experience.

Verde Valley Fair Association

PO Box 1974, Cottonwood, AZ 86326
928-634-3290 – www.vvfair.com