

Darke County Agricultural Society
OPERATING
The Great Darke County Fair
"THE GREATEST COUNTY FAIR ON EARTH"
9 DAYS 9 NIGHTS
800 SWEITZER STREET, GREENVILLE OH 45331

NOW HIRING

The Great Darke County Fair is looking for a new manager. Our new manager will be a person that best matches the following description.

If you are interested in applying for the position, please pickup application and job description at office or online. Return with resume and cover letter to office. We will begin reviewing resumes during the week of February 20, 2017.

Darke County Agricultural Society Fair Manager Job Description

Job Title: Darke County Fair Manager

Reports To: President of the Fairboard

SUMMARY

The Fair Manager plans, supervises, and directs the operations of the Great Darke County Fair and fairgrounds facilities; markets the fairgrounds; and participates in the staging of various events at the fairgrounds.

This is a full time position.

The hours expected are Monday through Friday 8:00am to 4:30pm with mandatory half [1/2] half hour lunch and every other Saturday 8:00am to 12:00pm.

The exception to these regular business hours is for pre-fair setup, operation and post-fair tear down.

Vacation must meet fairboard approval. No vacation time available in August.

No resignation will be accepted from May 1st through September 30th.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Helps the Fairboard develop and implement business, marketing and capital improvement plans for the fairgrounds.
- Develops, implements and monitors the budget for the fairgrounds and the Great Darke County Fair event.
- Assists in hiring and supervises fairgrounds personnel and volunteers.
- Markets the Great Darke County Fair with the assistance from various Fairboard committees
- Responsible for all logistics associated with the Great Darke County Fair, including planning layout, scheduling and coordinating events, and negotiating with all vendors, entertainment groups along with committee members.

- Work with fairboard committees to plan and schedule entertainment for the fair.
- Work closely with the Fairboard Treasurer to manage the proper accounting of receipts and disbursements associated with the fairgrounds and events.
- Work closely with the Darke County Fairboard and report to said fairboard on all business activities.
- Make reports as needed. Computer skills in data processing programs and knowledge in social media and website maintenance.
- Attend Fairboard open meetings.
- Attend one (1) or more industry conferences each year such as OFMA and IAFE.
- Must be a self starter able to work efficiently with minimal oversight.
- Other duties include seeking non-traditional revenue sources such as donations, sponsorships and grants, marketing the fairground facilities for other uses, helping coordinate other events scheduled at the fairground facilities, networking with a variety of civic, town, city, county and state agencies and officials, and others as specified time allows.

SUPERVISORY RESPONSIBILITIES

Directly supervises grounds employees and volunteers on a seasonal basis. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, assist in hiring and training grounds employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

High school diploma or equivalent and at least one (1) year of experience in a similar or related position required; or at least two (2) years of relevant education at a community college or university level along with two (2) years or more of related work experience would be preferred.

LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Ohio driver's license and appropriate insurance.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employees to successfully perform the essential functions of this job.

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger; handle; or feel; and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations will be made to enable individuals with disability to perform the essential function. The noise level in the work environment is usually moderate.