

Crawford County Fair

Position Description

Title: Fair Coordinator

Immediate Supervisor: Fair Board Chair

Position Summary

This position is responsible for the organization, preparation, promotion, marketing and the direction and scheduling of the County Fair and fairgrounds under the supervision, advice and approval of the Fair Board. This position requires work schedule flexibility and the ability to work additional hours during the County Fair. This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Knowledge, Skills and Abilities:

1. Knowledge of accounting methods
2. Knowledge of the Fair Book, the Chapter ATCP 160 rules and the Health rules that are required by the Supervisor of County and District Fairs
3. Problem solving skills
4. Skill in public relations
5. Skill in using computer databases, spreadsheets, word processing and other office equipment
6. Organizational skills
7. Ability to maintain complex records
8. Ability to work with insurance companies with specific emphasis on liability insurance.
9. Ability to communicate clearly, concisely and tactfully, both written and orally
10. Ability to maintain confidentiality and use good judgment in decision making
11. Ability to work effectively and harmoniously with others

ESSENTIAL FUNCTIONS

Under direction of the Fair Board:

1. Responsible for the development of the annual County Fair budget and maintaining control of the Fair budget throughout the event.
2. Responsible for the development of the annual County Fair budget. Includes: Oversight of county fair budgetary records and Royal Bank statements. Maintain control of the budget throughout the fair
 - a. Income and expense records must be maintained in accordance to the current, established fair and county bookkeeping system
3. Report to the Fair Board each month and attend all Fair Board meetings
4. Apply for and receive State Aide and other grants/funds and donations available to aid the County Fair
5. Maintain and recruit sponsorships for both fairgrounds and fair

6. County accounts are audited twice each year; responsible for providing the information they may request
7. Compose letters and all correspondence
8. Prepare information for advertising and promotion of fair and fairgrounds
9. Become proficient in using the fair software
10. Update Fair Book online and run online fair entry registrations
11. Act as a resource on Fair issues
12. Purchase and order supplies for the fair
13. Supervise all Maintenance Workers that are assigned to the fairgrounds
14. Responsible for working with proper committees, staff and volunteers to develop and maintain County Fair policies, rules and regulations
15. Manage and direct day to day Fair operations to include but not limited to maintenance, set up, tear down, vendor issues, security and mid-way.
16. Coordinate all County Fair vendor/entertainment information, contracts, liability insurance, placement and payments
17. Work with all County Fair exhibits, exhibitors, judges, clubs and others to ensure a successful operation of the Jr. and Open Class exhibits, displays and premiums
18. Responsible for timely reporting of Fair activities/results as needed for County Board and State of Wisconsin.
19. Oversee the Fair Ambassador program from searching for contestants, organizing Fair Banquet/Event, to helping guide the winners throughout the summer with events and at fair time
20. Represent the Crawford County Fair at:
 - a. The State Fair Convention for workshops, discuss entertainment and contracts, and assist the Fair Ambassador
 - b. District Meetings in Spring and Fall and other meetings and/or training the Fair Board feels fit.
21. Represent the Crawford County Fair at various meetings as needed
22. Manage Social Media campaigns and maintain steady presence on Social Media sites.
23. Manage and direct day to day fairgrounds rental contracts and operations and present to Fair Board for approval
24. Perform such other duties as may be assigned

SUPERVISION RECEIVED

General and specific assignments are received and work is performed according to methods and procedures with allowance for independence and judgment in accomplishing the assignments.

ENVIRONMENTAL FACTORS

Works in general office setting. Dexterity in moving, picking up objects and operating office equipment is required.