

ALASKA STATE FAIR, INC.

Chief Executive Officer

Purpose: The Chief Executive Officer (CEO) serves as the chief executive and public face of the Alaska State Fair, providing strategic leadership, operational oversight, and financial stewardship. The CEO is responsible for advancing the State Fair's mission, ensuring long-term sustainability, and delivering a safe, innovative, and engaging fair experience for all stakeholders.

Reports to: Board of Directors.

Supervises: Either directly or indirectly, the CEO supervises all full-time and part-time staff, contractors, entertainers, and volunteers.

Minimum Qualifications:

- A bachelor's degree in the Business Disciplines, Agriculture, Education, or Arts Management, and five years of experience in managing large public events, fairgrounds, multipurpose arenas, or other public event venues.
- A strong understanding and demonstrated success in program development and personnel management at a Fair or other large public event or operations where teamwork is essential.
- Demonstrated experience in development and management of multimillion-dollar budgets and diverse revenue streams.
- Experience in executive-level decision-making within government, nonprofit, or private-sector organizations.

Knowledge, Skills, and Abilities:

- Strategic and visionary leadership
- Strong financial and business expertise
- Exceptional communication and interpersonal skills
- Ability to lead large, diverse teams
- Crisis management and decision-making under pressure
- Experience producing major concert entertainment

Confidentiality: A high degree of confidentiality is required for all personnel matters, contract negotiations, and executive session business.

Areas of responsibility include, but are not limited to:

- Prepare agenda and attend all regular meetings of the Board. Attend or have an associate present at all committee meetings.
- Develop a business plan in accordance with board direction and enact Board policies in the daily operations of the Fair.
- Advise and partner with the Board on policy, strategy, and major initiatives.
- Apprise the Board of the financial status of the organization, progress towards meeting organizational objectives, progress on the capital and operational plans, membership's concerns, legal issues, and current industry trends.
- Provide visionary leadership to evolve the fair while honoring its agricultural, educational, and cultural heritage.
- Oversee planning, execution, and evaluation of the annual State Fair and year-round operations.

- Provide direct leadership and supervision to a core team of 10 staff members, including responsibility for hiring, performance management, evaluation, discipline, and recognition.
- Direct the preparation of the annual capital and operational budgets and approve and direct expenditures within the limits of the Board-approved budget.
- Represent the Fair as its chief executive officer in all dealings with other organizations, individuals, the public, and government officials.
- Promote good public relations in the community through active involvement and speaking engagements.
- Maintain contact with key sponsors to help ensure sponsor consistency and satisfaction.
- Serve as key contact to the Carnival operator, including meetings, contractual negotiations, and compliance.
- Ensure excellence in guest experience, safety, accessibility, and operational efficiency.
- Create business revenue for the organization through sponsorship sales, grants, or a combination of any effective strategy that creates revenue growth.
- Ensure comprehensive risk management, emergency preparedness, and public safety planning.
- Oversee security, health, and safety protocols in coordination with law enforcement, emergency services, and contracted entities.
- Manage crisis communications and reputation management when necessary.

To apply, email Resume and Cover Letter to ceosearch@alaskastatefair.org