Agriculture & Livestock Department Team Member

Erie County Agricultural Society, producers of the Erie County Fair

Classification: Non-Exempt (Hourly)

Location: On-site at the Fairgrounds Main Office at 5600 McKinley Parkway, Hamburg, NY 14075

Hours: Full time. Typical shift is Monday through Friday from 8am-4:30pm or 8:30am-5:00pm. Must be able and willing to flex your shift to work evenings and weekends for special events, including all twelve days of the Erie County Fair each August as scheduled.

Reports to: Agriculture Manager; will collaborate with the Agriculture & Livestock Team

The Role: The Erie County Agricultural Society's (ECAS) Agriculture & Livestock Team is growing! We are seeking a full-time person to join our team to support the work of the Agriculture & Livestock Department. This individual will join a dedicated and well-rounded team in a fast-paced environment. This individual will play an integral role in Erie County Fair livestock shows, Youth Livestock Expo, the Harvest Classic, the WNY Hog, Lamb & Goat Preview, the Empire Classic Beef Show, WNY EquiFest and the Fairgrounds Festival of Lights.

The Organization: The Erie County Agricultural Society is a private, not for profit membership organization, which annually produces the Erie County Fair. The Society is the oldest civic organization in Western New York, established in 1819.

Mission Statement: The basic purpose of the Erie County Agricultural Society, producers of the Erie County Fair, is to preserve and enhance, by educational endeavors, the agricultural and historical legacy of New York State.

Essentials Duties and Responsibilities
- Work with the management team, staff, and volunteers to develop, budget and implement financially successful non-fair livestock shows, WNY EquiFest, Erie County Fair and Youth Livestock Expo
- Assist with social media content creation and management for the Agriculture & Livestock Department throughout the year
- Create and maintain volunteer and staff schedules
- Coordinate projects requiring joint team cooperation and collaboration
- Responsible for overseeing/coordinating the following:
  - Ordering of Awards/Ribbons/Banners
  - Utilize ShoWorks (entry system)
  - Manage the move-ins, stalling and move-outs of livestock
  - Booking, contracting and coordinating flights and hotels with livestock judges
  - Secure and manage non-fair livestock show sponsorship
- Job functions are not limited to the above and may evolve or expand based on the needs of the department and events

Qualifications & Requirements
- Ability to work effectively with a wide range of skill sets
- Ability to participate in and facilitate group meetings
- Possesses a sense of urgency
- Maintains a positive attitude
- Ability to work both independently and in collaborative environments
- Excellent verbal and written communication skills
- Strong organizational skills
- Capacity to learn quickly and be self-motivated
- Flexible and adaptable to change
- Able to anticipate potential issues and provide solutions
- Ability to lift and move objects up to 50lbs, as required during event setup and teardown

Education and Experience
The ideal candidate will possess extensive knowledge of the livestock show industry and the agriculture industry. An Associates or Bachelor's degree in an Agriculture related major is preferred but not required. Alternatively, past experience with livestock shows and events as a staff member or volunteer will suffice on an individual case-by-case basis.

Technical Skills
This individual must possess functional knowledge and experience in Microsoft Office applications. Familiarity with ShoWorks or similar entry management systems is a benefit, but not a requirement. Training can be provided.

Wage range
$19-$21 per hour, depending on experience.

Benefits
Paid Holidays, vacation, health insurance program for single person, employer match 403(b) (retirement plan).

To apply

Send resume to: jobposting@ecfair.org. All applicants are thanked in advance and advised that only those selected for interviews will be contacted.