



**Agriculture
and Markets**



Assistant Director of the New York State Fair
Division of the New York State Fair
Syracuse, NY

Posting Dates: July 23, 2024- August 23, 2024

Harvest your potential with the New York State Department of Agriculture and Markets Division of the New York State Fair! Join us and become an integral part of a team dedicated to providing an educational forum for agriculture and commerce, providing affordable, quality entertainment and educational opportunities, contributing to the efforts of the Department, industry, associations, and private businesses in the promotion and marketing of agriculture and agri-business, and creatively providing opportunities for economic growth by producing revenues and providing jobs. Here, you can cultivate your career against the backdrop of an annual event that celebrates New York State agriculture. You'll be at the heart of community engagement, ensuring the legacy of the fair continues to flourish and contributes to a vibrant New York culture. With a wide range of opportunities, you can find your niche in public service and grow both professionally and personally. Embrace the chance to join our team, and you'll not only reap a fulfilling career but also sow the seeds for a healthier, stronger New York — while being part of a historic tradition.

Position Information:

The New York State Department of Agriculture and Markets is recruiting for an Assistant Director for the New York State Fair. As the Assistant Director, you will oversee and manage administrative and operational aspects of events and programs at the New York State Fairgrounds in Syracuse. Your responsibilities will include coordinating events, exploring new business opportunities, managing concessions and exhibition agreements, and developing engaging agricultural and livestock activities to promote New York State agriculture. You will also be tasked with strategic planning, increasing sponsorship opportunities, and attracting more year-round events to the Fairgrounds. This is a dynamic opportunity with the potential to make a real difference at the New York State Fair!

The Assistant Director State Fair position is located at 581 State Fair Boulevard, Syracuse, NY. This position is full time working 37.5 hours per week; Monday-Friday with the possibility of evening and weekend work as needed. We offer a professional and comfortable working environment with ample free parking. This is a management/confidential (MC) position in the exempt jurisdictional class that offers a competitive salary range of \$111,925- \$141,439/year with excellent benefits. Benefits include but are not limited to Health, Dental, and Vision coverage, NYS Pension Plan membership, Life Insurance coverage, and Voluntary Defined Contribution Plan. Within the first year, you are eligible for 5 days of personal time, 13 vacation days, 8 sick days, and 13 paid holidays!

Minimum Qualifications:

Bachelor's degree and six years of experience working with conventions; trade shows; major fairs; expositions; convention centers; entertainment facilities; sports arenas and/or performing arts venues in the areas of fair management, equine/livestock exhibitions, event/ logistics planning, event promotions, oversight of facility use or concessions management.*

*Substitutions: four years of specialized experience or associate's degree and two years of specialized experience may substitute for bachelor's degree; J.D. or master's degree may substitute for one year of specialized experience; Ph.D. may substitute for two years of specialized experience.

Approval for appointment to this position will go through the Budget Director Approval (BDA) process, including a fingerprint background check.

How to Apply:

Candidates that are eligible and interested in being considered for appointment to this opportunity must use this link to apply: [Position Vacancy Online Application](#) by: August 23, 2024. Within this online application please upload your resume, transcript, and cover letter.

If you have any questions, please contact Tevis Clark in Human Resources at 315-728-4254 or HarvestYourPotential@agriculture.ny.gov.

Additional Position Information:

Division:	State Fair
Negotiating Unit:	Management Confidential
Location:	Syracuse
Number of Vacancies:	One
Status of Vacancy:	Full-time; Permanent
Hours Per Week:	37.5 Hours
Jurisdictional Class:	Exempt
Civil Service List(s):	Eligible List Does Not Exist

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Office of Employee Relations at (518) 474-6988 or via email at info@oer.ny.gov.