

Creative Arts Department Supervisor

Utah's largest event is seeking a friendly, highly organized and motivated self-starter, who knows how to work hard to join our team for the 2024 Utah State Fair!

Dates of Employment – Immediately – September 17, 2024 (includes the dates of the Utah State Fair September 5-15, plus entry intake days, judging days, and release days. It also includes any necessary services before and after the Fair (i.e. planning, email exchanges, phone calls, in-person meetings leading up to the Fair, etc.).

Hours – Hours are as needed leading up to the Fair (working from home)

Setup & Entry Days (August 29th-September 4th)

During the Fair (September 5-15) applicant must be available to work the hours of the Fair.

Pay Rate – Flat Rate \$2,600

Reports to – Competitive Arts & Programs Manager

Duties included but not limited to:

- Oversee department displays and entries:
 - Work with the Competitive Arts Department to design rules and contests to encourage all to enter and compete at the Utah State Fair.
 - Oversee building setup and breakdown
 - Organize and manage Fair Entry Day, Judging Day and Pick up days. Includes dispersing checks, awards and exhibits.
 - Promote a positive, fun and professional atmosphere in your department that is a great representation of the Fair brand.
- Manage department staff and volunteers
 - Hire seasonal staff, guide new hires through the HR (employment paperwork, obtaining badges, etc.)
 - Recruit volunteers
 - Schedule department staff and volunteers, staying within budget guidelines given by Fair management.
 - Encourage staff to interact with guests, answer questions, providing a positive experience for guests.
 - Manage employees and perform corrections when needed.
- Oversee Judging and Clerks
 - Arrange and coordinate judges to ensure a fair, anonymous judging environment.
 - Manage the judging process and ensure judging is documented correctly. Get with Data Entry team to make any corrections on entry tags or judging sheets that need to be made.
- Other duties as assigned

Qualifications

- The ideal candidate has good knowledge of one or more artisan hand crafts (wood, metal, leather, paper, ceramics, etc.)
- Possess excellent leadership and problem-solving skills
- Solid written and verbal communication skills
- Ability to handle multiple tasks with little supervision.
- Ability to perform and make decisions in a very fast paced, high stress environment.
- Must be a self-starter, reliable, energetic and outgoing.
- Able to work long hours, nights and weekends during the Fair.

Physical Requirements

- Must be able to lift 20 lbs., standing, walking, sitting, climbing, stooping, kneeling, crouching, reaching, pushing, pulling.

To apply submit a current resume and references to: holli@utahstatefair.com

or mail to Utah State Fair Attn: Holli Buxton 155 North 1000 West , Salt Lake City, UT 84116