



Nebraska State Fair & Aksarben Stock Show  
**Livestock Manager**  
As of November 26<sup>th</sup>, 2024



**I. OVERVIEW**

The job of the Livestock Manager is to assist the Agriculture Director in managing the Agriculture Department of the Nebraska State Fair and the Aksarben Stock Show. This position shall include, but not be restricted to communication with staff, judges, and superintendents in the 4-H, FFA, and Livestock areas; working with the budget and accounting system within the State Fair and Aksarben Stock Show; overseeing the ShoWorks entry system; managing contracts; organizing meetings; overseeing the updates of all premium books and entry forms; and assist in any other duties needed in the department.

**Each duty listed below makes up at least 85% of the position, and all other functions are included in “OTHER DUTIES AS ASSIGNED.” All duties below are essential functions unless otherwise indicated.**

**A. Essential Duties and Responsibilities include the following** (Other duties may be assigned)

Superintendent Responsibilities

- Work closely with all Livestock Superintendents, as well as 4-H and FFA leadership prior to, during, and after the fair.
- Coordinate all regular and special livestock meetings, which include sending out notices, acting as recording secretary, coordinating meals, and any additional follow-up that may be necessary.
- Get supply lists from superintendents and place orders.
- Prioritize suggestions from previous year gathered at the various post-fair meetings, write up and report these suggestions to the Agriculture Director.

Premium Books and Entry Responsibilities

- Work with superintendents in making the updates for all Premium Books and entry forms.
- Put Premium Books and information on the website.
- Ensure all information from the Premium Books is updated and correct in ShoWorks.
- When entries open, assist with any entry issues.

Budget Responsibilities

- Working directly with the Agriculture Director, produce contracts and gather all necessary paperwork for the hiring of superintendents, judges, and extra help. Follow protocol for submitting paperwork to guarantee payment.
- Manage AR/AP accounts pertaining to the Agriculture, Aksarben, 4-H and FFA Departments and ensure they are all coded correctly.
- Work closely with the Agriculture Director in preparation of and management of the Aksarben Stock Show and Nebraska State Fair Budget.

General Fair and Aksarben Stock Show Responsibilities

- Keep a spreadsheet for Agriculture, 4-H and FFA Departments detailing names, addresses, payment amounts, hotels, payment information, etc. for all judges, superintendents, and other workers.
- Managing and overseeing ShoWorks before, during, and after both shows.
- Assist in coordinating the Intern Program.

- Communicates logistics with judges/superintendents/show help.
- Arrange transportation for judges when necessary.
- Formulate accurate premium checks.
- Organize and order ribbons, banners, and awards.
- Handle apparel and hotel needs for the Agriculture Department.
- Handle daily/weekly phone calls and e-mails for the Nebraska State Fair and Aksarben Stock Show
- Formulate result reports for distribution
- Work with official veterinarian on drug testing for Aksarben, 4-H and FFA.
- Responsible for credentials, meal tickets, gate admissions, and water needs for the Agriculture Department.

#### Harvest Responsibilities

- Assist Ag Director with Organizing harvest buyers and trucks for all species.
- Coordinate harvest of Aksarben, 4-H and FFA animals with UNL Meat Lab, including transportation.
- Formulate accurate payout for harvest animals.

#### Other Responsibilities

- Ability to work as a team and effectively communicate within the Ag team group to efficiently accomplish all task and goals set.
- Willingness to delegate, be delegated to, and to collaborate with the whole state fair staff to plan and execute a successful show with everyone involved, while understanding and respecting each other's personalities and strengths
- Social media management for the Aksarben Stock Show and NSF Livestock Facebook and Instagram Pages.
- Manage Aksarben, Livestock, 4-H and FFA pages on website.
- Attend staff meetings and ag committee meetings as well as preparing information for the agenda.

## **II. OTHER DUTIES AS ASSIGNED**

- Works in partnership with the Competitive Exhibits Manager and part-time/seasonal employees that are part of the ag team.
- Works in office Full Time located in Grand Island, NE.
- Other tasks as needed and flexibility.

## **III. EDUCATION & EXPERIENCE**

Minimum of a two year degree in Agriculture, or related field, preferred. Experience in a similar role preferred but not required. This position requires meticulous scheduling skills, strong experience in office management, professional customer service skills, well-developed interpersonal and communication skills, multi-tasking, self-time management, and organizational skills. This role requires being able to work independently and as part of a team. The role needs working knowledge of office procedures, equipment and other technological functions. Must have strong computer literacy particularly in the Microsoft Office Suite and diverse ability to adapt to new programs.

## **IV. ACCOUNTABILITY**

This position is accountable to the Ag Director and Communicating/working together with Ag Team.

## **V. INDEPENDENCE OF ACTION**

This position works within established Nebraska State Fair guidelines and policies. This position operates independently and must organize and prioritize projects to meet deadlines.

**VI. WORK ENVIRONMENT/PHYSICAL DEMANDS**

Work is performed in a fast-paced environment. Physical requirements include the ability to sit, reach, bend, manipulate folders or papers, lift items and operate office equipment in the performance of duties.

The incumbent may be required to work long days and long hours prior to and during the State Fair/Aksarben Stock Show and is prepared to work at least a 14-day consecutive workday period.