



## Aksarben Stock Show

308-385-3932

kloseke@statefair.org

PO Box 130, Grand Island, NE 68802

### **Aksarben Stock Show DNA and Show Software Coordinator**

#### Job Description

#### **Overview:**

This position is responsible for managing and performing the duties for DNA nominations and show software coordination. Responsibilities include collecting and mailing DNA envelope orders, recording and organizing DNA nomination submissions, organizing and developing the show software entry system during entry period and the show, and working with the Aksarben Stock Show superintendents and staff.

#### **Essential Duties & Responsibilities:**

1. Process DNA envelope orders by recording them, mailing the envelopes with additional essential information, and collaborate with show management to ensure envelopes are being mailed efficiently and accurately.
2. Conduct and input the database entry for all DNA envelopes submitted to the Aksarben Stock Show office.
3. Attention to detail and confidentiality is required throughout the DNA and entry process regarding personal information and respective entries.
4. Conduct DNA envelope order and submission collection at the Aksarben Stock Show office.
5. No minimum or maximum hours, as long as work is being performed effectively and efficiently.
6. Sufficient in spreadsheet creation and organizing.
7. Willing to go to post office to mail out envelopes and pick up DNA submissions. This includes, as DNA deadline nears, to expedite the envelopes to their destination.
8. File all DNA nominations organized by state, county, and last name in the designated storage in the Aksarben Stock Show office.
9. Learn and perform the duties of the show software.
10. Work with staff management and consulting software representative to prepare software for entries and check in.
11. Troubleshoot issues with software alongside the show management.
12. Create back tags and entry cards for the entries after entries close.
13. Cross check DNA submissions and show entries.
14. Create reports from the software in preparation for the show.
15. Work diligently the week of and during the show to perform entry check in, program creation and editing, and other show software tasks.
16. Other relevant duties as assigned by show management.



**Aksarben  
Stock Show**

308-385-3932

[kloseke@statefair.org](mailto:kloseke@statefair.org)

PO Box 130, Grand Island, NE 68802

**Requirements and Qualifications:**

Applicant must be sufficient in working with computer technology, contain a livestock background, able to collaborate with other personnel professionally, and detail oriented. It is preferred that applicant is strong in time management, works well under pressure, organized, and adaptable. Preference will be given to applicants that have livestock show software and/or management experience. The applicant must be willing to come to the Aksarben Stock Show office and may be able to do remote work when appropriate. Applicants should be at least 19 years old.

**Time Commitment:**

This position's duties may begin in May through the end of September. Greater need for in office work May and June. The successful candidate will be required to work long days and weekends immediately before and during the show, and should be prepared to work a few 14 hour days, in September especially. Attendance immediately prior to and during the show are required.

**To Apply:**

To apply for this position, send a resume, cover letter, and 2 references to [kloseke@statefair.org](mailto:kloseke@statefair.org). This position will be open until filled. Application review will begin Mid-February. Interviews will be conducted.