



NEBRASKA STATE FAIR/Aksarben Stock Show Aksarben Stock Show Manager

As of November 5th, 2021

I. OVERVIEW

The job of the Aksarben Stock Show Manager is to oversee and manage the show portion and effectively work together as a team with other staff members to execute the show and other events associated with the Aksarben Stock Show. The position will also have responsibilities in assisting the livestock area for Nebraska State Fair. This position shall include, but not be restricted to, communication with staff and superintendents; working with the budget and accounting system within the State Fair; oversee the ShoWorks entry system or other Show management program; managing contracts; organizing meetings; overseeing the updates of the premium book, DNA management and entry forms. Also assist the Agriculture Director in the operation of the Grand Island Livestock Complex Authority (GILCA); and assist in any other duties needed within the Ag 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)

- 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
- Serves as the customer service representative of the Stock Show.
- Year-round content coordinator of operations side of Aksarben social media and website.
- Recruit, Motivate, Retain & Replace Superintendents as required.
- Manage info@showaksarben.com email address

DNA Responsibilities

- Serve as point person with multistate institutions regarding DNA management & serve as point person with Animal ID.
- Responsible for maintaining envelopes in secure area and chain of Possession
- Oversee Part time DNA position
- Manage DNA envelopes and stays transparent with Animal ID in regards to growing our DNA management system.
- Create online DNA envelope order form and system
- Ship DNA envelopes in time for early weigh-ins
- Process DNA testing procedures.
- Manage/ship DNA envelopes in a timely manner

Harvest Responsibilities

- Organize harvest buyers and trucks for all species.
- Formulate accurate payout for harvest animals.

Budget Responsibilities

- Working directly with the Agriculture Director, produce contracts and gather all necessary paperwork (W-4, W-9, etc.).
- Handle all paperwork, tax forms, etc. in hiring of judges, and extra help and submit paperwork to HR.
- Responsible to see that any and all invoices and/or checks received by the department are approved and coded correctly.
- Work closely with the Agriculture Director in preparation of and management of the Aksarben Stock Show Budget.

- Manage AR/AP accounts pertaining to the Stock Show.

Office/General Responsibilities

- Handle daily/weekly phone calls for the Aksarben Stock Show.
- Keep a current Google spreadsheet, which details names, addresses, payment amounts, hotels, payment information, etc. for all judges, superintendents, and other workers.
- Coordinate all regular meetings, which includes sending out notices, act as recording secretary, coordinating meals and any additional follow up that may be necessary.
- Work with superintendents in making the updates for all Premium Books and entry forms
- Work to put Premium Books and information on the website.
- Work with ShoWorks Coordinator (or other program), to ensure all information from Premium books is updated and correct in ShoWorks (or other program).
- When registration opens, assist with any entry issues. This involves an extremely high call volume through entry deadline
- Assist the Agriculture Director in coordinating the Intern Program.
- Communicates logistics with judges/superintendents/show help.
- Formulate accurate premium checks.
- Organize and order ribbons, banners, and awards
- Manage judging contest.
- Recruit, Solicit Sponsorships for Challenge Programs
- Manage and oversee Challenge Programs
- Keep in contact with judging coaches to grow our contest attendance
- Formulate result reports
- Create t-shirt design with working with Sponsorship manager to confirm before ordering/order exhibitor t-shirts
- Manage stock show staff hotel block.
- Continually look for ways to learn new ways to improve the stock show

II. OTHER DUTIES AS ASSIGNED

- Support and assist the Agriculture Director in all GILCA off-season show operations.
- Works in partnership with the Competitive Exhibits Manager & Livestock Show Manager
- Works in office Full Time located in Grand Island, NE preferred. Remote work environment would be considered for right candidate.

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 Aksarben Stock Show & Nebraska State Fair and is prepared to work at least a 14-day consecutive work day period if warranted prior to both events.