

**GENERAL MANAGER
KISSIMMEE VALLEY LIVESTOCK SHOW & FAIR, INC.**

JOB DESCRIPTION

POSITION GOAL:

This position is directly responsible to a designated Director of Kissimmee Valley Livestock Show & Fair, Inc. (hereinafter referred to as the Organization), but ultimately answers to the entire Board of Directors. This position has the responsibility of performing all duties required as listed below. This person must have the ability to work independently without hands-on direction. Job assignments may include a variety of complex tasks requiring independent judgment and action, including making decisions in accordance with the Organization's policies and procedures.

JOB REQUIREMENTS:

Will perform normal and usual Organization, Fair Operation, and management/clerical functions: to include, but not limited to:

- **Directs, coordinates, develops and oversees all aspects of the Osceola County Fair:**
- Coordinates all STATE PERMITS required to operate as a County Fair under statute 616
 - ➤ RESPONSIBLE for obtaining the insurance that is required in the County & State permit process. This includes the follow-up of premiums paid.
 - ➤ MAINTAINS a professional working relationship with Osceola County Government, the Division of Fairs & Expositions, the Florida Federation of Fairs, the local Chamber of Commerce, SMG, Osceola Extension Services, Silver Spurs and the Department of Agriculture.
 - ➤ PROVIDES sponsorship solicitation, which entails obtaining financial underwriting for various programs during the fair.
 - ➤ ORGANIZES, OVERSEES and PROCESSES the fair website.
 - ➤ Coordinates with the advertising staff, proofing all advertising that will be needed. This will include Billboards, Posters, radio, Television, Newspaper, website and Fliers.
 - ➤ Responsible for the production of the daily schedule of the fair with assistance from the Entertainment Committee and oversees entertainment contracts.
 - ➤ Coordinates layout of carnival, independent concessions, entertainment, vendors, electrical, etc. and their corresponding contracts and insurance. Work with Health Inspectors and coordinate with vendors for inspection.
- Request all operational functions for the fair: EMT services, stage, bleachers, Sheriff Deputies, tents (permits), parking lots, light towers, highway road marquees, sawdust, phone system, phone booths, port-o-lets, and hand washing stations, gray water tanks/grease barrels and dump schedules, picnic tables and public seating, find host hotel, etc.
- ➤ Order all supplies for fair, such as passes, office supplies etc.
- ➤ Handle all camping.
- ➤ Hire all sub-contractors and temporary labor.
- ➤ Maintain and coordinate all commercial space and vendors.
- ➤ Oversee fair development and production.
- ➤ Think creatively to design and implement fair activities.

- ➤ Assist in all fair events as deemed necessary by the Board of Directors.
 - **Maintain, coordinate the interests of the KVLS Organization and its members:**
 - Supervise and manage KVLS Staff
 - ➤ Utilize effective supervisory and motivational techniques
 - ➤ Maintain all accounting for the Organization, to include data entry as well as banking functions.
 - ➤ Maintain all financial accounts in an organized manner and pay all Organization bills in a timely and accurate fashion.
 - ➤ Maintain all important documents and minutes of the organization for members to access.
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Revised 3/22

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- ➤ Prepare payroll on a bi-weekly basis for Organization staff.
- ➤ Maintain office supplies and equipment.
- ➤ Coordinate new member applications, including sending required list to the Supervisor of Elections, and completing required background checks.
- ➤ Attend regular general membership meetings and Board of Director meetings as required.
- ➤ Assist all committees in being successful.

General and Off-season:

- Be available for varied and extended hours for a stated time period before, during, and after the Fair and off-season rentals.
- ➤ Have appropriate communication and people skills to work with volunteers, members, and the community at large.
- ➤ Ability to operate needed office equipment and work in appropriate computer programs, i.e. Microsoft Office, Martec, Quick Books, etc.
- ➤ Ability to exercise independent judgment and decision-making in setting work priorities.
- ➤ Attend training sessions as required or requested.
- ➤ To visit at least 2-3 other comparable Fairs around the state.
- ➤ To volunteer for and be active on at least one committee for the Florida Federation of Fairs
- ➤ To attend the annual Florida Federation of Fairs convention.
- ➤ Secure off-season rentals to pay for support staff throughout the year
- ➤ Perform any other duties deemed needed by the Board.
- ➤ Must be or become an Osceola County Resident
- ➤ Must have reliable transportation and appropriate insurance

- ➤ Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Successful completion of a complete background investigation through the National Crime Information Center (NCIC).

Individuals interested in the position should send a cover letter, resume, and list of professional references to Bruce@osceolacountyfair.com on or before April 29, 2022.

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