



Grant County Fairgrounds
3953 Airway Dr. NE
Moses Lake, WA 9887
509-765-3581
www.gcfairgrounds.com

Title: Crafts Superintendent

Opportunity:

Join the Grant County Fair team and be part of creating memories for one of Washington's best agricultural fairs. This position will report to the Fairgrounds Director and Fairgrounds Coordinator.

About:

Grant County Fairgrounds is home to the Grant County Fair. Our 187-acre campus is the largest equestrian facility in the state, hosting over 120 events annually. The annual Fair has been in existence for 112 years celebrating the agriculture of the Columbia Basin.

Summary:

Responsible for the overall organization and coordination of the exhibits and entries in the Crafts Department which are showcased in the Arts & Crafts Building during the annual Grant County Fair. Superintendent will work with the Fairgrounds Coordinator to update competition categories, identify ways to increase entries and participation and focus on at least one new area/display each year.

Essential Duties and Responsibilities include but not limited to:

- Prepare and coordinate exhibit and entry check in and check out days. Includes display and tear down of exhibits and entries.
- Promote competitions to appropriate groups and organizations.
- Integrate annual Fair Theme into building décor/ competitions.
- Recruit and supervise volunteers as needed for help before, during, and after the Fair.
- Recruit qualified judges to judge entries prior to opening day.
- Coordinate demonstrations relevant to respective department.
- Check exhibits daily during Fair to insure items displayed appropriately for public viewing.
- Identify supply needs including ribbons and awards.
- Attend Pre-Fair and Post-Fair meetings throughout the year.
- Be available to answer exhibitor questions during the year and during Fair.

Competency and Qualifications:

- Experience in or have a genuine interest in arts & crafts.
- Excellent organizational skills, time management skills, and attention to detail.
- Proficient on computers and iPad devices.
- Experience working in a team environment and able to collaborate on projects.
- Must have internet access for email communication purposes.



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Physical Demands:

The superintendent occasionally lifts and/or move up to 25 pounds. While performing the duties of this position, the superintendent is regularly required to sit and or stand and or walk for long periods of time. Planning and prep begins as early as March with more hours required late summer and leading up to Fair. Must be able to commit additional time during the 5-day Fair in August. This work can be done weekends, evenings and remotely leading up to Fair. During Fair this position is expected to be present and/or coordinate coverage for any department related events (ie contests, demonstrations, entry check in, entry judging, entry display) occurring during the Fair. This is a volunteer position and does not offer compensation.

Fairtime perks include:

Free Fair admission and early access to purchase parking.

Please submit a cover letter outlining your experience and accomplishments related to this opportunity. Email to rmartinez@grantcountywa.gov