



Director – Livestock & Competitive Events

The Extraco Events Center, Home of the Heart O' Texas Fair & Rodeo, is a charitable organization dedicated to youth scholarships and creating a positive economic impact on Central Texas. The Events Center has more than 500,000 visitors per year at more than 225 events ranging from concerts to horse show, trade shows to banquets and free events to ticketed events. These events represent an annual economic impact of more than \$50 million. The Heart O' Texas Fair & Rodeo is the largest event in Central Texas with more than 225,000 visitors per year. Held every October, it includes Rodeo, Concerts, Livestock Shows, Carnival and other attractions. The Fair & Rodeo impacts youth from across Texas and to date has contributed more than \$4 million in scholarship. Over 500 volunteers work with a full-time staff to produce the Fair & Rodeo as well as many year-round events.

All events and activities support the mission of the Extraco Events Center to produce events for education, entertainment and agricultural experiences at the premier multi-use facility while giving back through youth scholarships and a positive economic impact to Central Texas.

Responsibilities Include:

Fair & Rodeo

- Manage the Livestock Show and Competitive Events at the annual Fair& Rodeo
- Develop comprehensive livestock show schedule
- Manage entries, catalog, web site, online system, layout, stalling, etc. to provide for a positive exhibitor experience
- Manage Calf Scramble Program including student recruitment, scheduling, performances, sponsorships, etc.
- Manage Trap Shooters Extravaganza
- Manage sponsorships, including development and fulfillment
- Increase sponsorships based upon goals and metrics set by the Executive Committee
- Work with 150 plus volunteers serving on Livestock, Calf Scramble, Academic Rodeo and HEARTS committees to coordinate meetings, functions and activities as set forth by the Committee Management Program
- Work with other departmental staff on operational needs
- Assist committees in preparing for annual fair and livestock show
- Attend various committee meetings as staff representative
- Prepare reporting documents in summary form for executive committee's review

Sponsored Events

- Manage the Heart O' Texas CDE Contest
- Manage Back to School Bash
- Provide support to the One HOT Reining and Elite Barrel Racing
- Research, develop, and implement livestock and competitive event rentals for the events center
- Provide a high level of customer service to clientele
- Work with clientele and show management to provide assistance and hospitality during internal and external events

Other Duties:

- Provide support to equine and livestock rentals
- Provide support to other internal events
- Attend industry conferences, trade shows, annual meeting, other shows or other organizations to represent Extraco Events Center and promote and prospect events
- Supervise full time, part time and seasonal staff
- Other duties as assigned

Qualifications:

To successfully complete this job, the following skills are necessary:

- Strong working knowledge of all aspects of agriculture including but not limited to livestock, competitive events, equine and marketing.
- Outstanding knowledge and experience in event management
- Ability to build long term relationships with clientele, sponsors, and partners.
- Ability to work independently, make independent judgments and solve problems.
- Multi-tasking ability.
- Excellent customer service skills
- Excellent communication and public relation skills, both written and verbal.
- Capacity to organize multiple projects and be accountable for the completion of those projects.
- Strong aptitude to maintain confidentiality.
- Ability to handle high stress environments where compensation is directly tied to performance.
- Capability of speaking to large groups and conducting facility tours.
- Excellent PC skills with knowledge of all Microsoft applications.
- Knowledge of event management software
- Knowledge of accounting principles and practices
- Ability to work beyond the traditional work week including nights and weekends.

Education and Experience

- College or university degree and 2 to 5 years related experience; or equivalent of education and experience.

Compensation

- Salary; Salary dependent on education and/or experience
- Medical and Dental Benefits
- Retirement Plan
- Employee Compensation Plan

Reports to:

General Manager

Contact Information:

To be considered for this position, please email a resume and cover letter to jobs@hotfair.com