



AGRICULTURAL PROGRAMS MANAGER

GENERAL STATEMENT OF DUTIES

- Performs a variety of tasks relating to the overall programming at the Kootenai County Fairgrounds, the North Idaho State Fair, Gem State Stampede and other in-house events.

DISTINGUISHING FEATURES

- Full-time, exempt position
- May be required to work long or extended hours at certain times, primarily during the Fair and large events.
- Supervises fair time seasonal staff
- Works under the supervision of the Assistant General Manager

EXAMPLES OF DUTIES

The following are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Management reserves the right to modify or change the duties or essential functions of the job at any time.

Agricultural Programs (50%)

- Coordinate all Fair time agricultural programs and activities helping during the North Idaho State Fair. This includes scheduling hands-on activities, animal experiences, demonstrations for all age groups, taking special interest in Farm Park fair time programming.
- Coordinate all Agricultural programs outside of the annual Fair under the guidance of the General Manager. This includes all coordination including but not limited to sponsorship/grants, admissions, layout, vendor solicitation, theme development, concessions/catering, etc. for Farm to Table Field Trips & Meet a Farmer Dinner.
- Develop/implement new programs to promote agriculture in our community both inside and outside the fair.
- Coordinate social media and email blasts for these programs and keep the website current with most up to date information, with support from the Marketing Manager or General Manager.
- Serve as the administrative liaison for the Youth Stock Show and Sale Committee, to handle all contracting of YSSS Superintendents, Clerks, Judges. Make changes to class lists and rules as needed, be present at all weigh-ins. Prepare the Committee for success in all avenues and ensure the best communication to exhibitors.
- Ensure all awards are ordered, received and distributed. Help assist in finding sponsorship for these programs.
- Support and grow open class livestock programs.
- Ensure the integrity of all data in Showworks for Livestock Program.

Fair Programming and Competitive Exhibits (40%)

- Manage preparation of the exhibitor handbook and online entry process. Coordinate distribution of the Fair Book.
- Prepare Showworks class lists, premium schedule, online entry, tag distributions and all reporting for awards and payouts.
- Manage all aspects of data entry for all fair exhibits. Oversee livestock entries and static entities judging results are recorded and audited. Manage premium payouts.
- See exhibitor awards are ordered, given out and properly reported and shared.
- Recruit/solicit new and former exhibitors and volunteers to participate in the program. Manage securing of all department superintendents, clerks and judges. Ensure contracts are complete and turned over to the Finance Department.
- Coordinate Exhibitor Camping move in/out and exhibitor packet distribution.
- Help with creative educational programming, signage, marketing for exhibits. Prepare content for marketing efforts for exhibits programs both social, print and email blasts for the Marketing Manager.
- Assist in submissions for industry awards through RMAF, WFA and IAFE.

Junior Fair Board (10%)

- Oversee the Junior Fair Board with the goal to grow the program under the direction of the General Manager.
- Attend 5 of 12 Fair Board Meetings with the Junior Board to share their progress.
- Coordinate activities for the Junior Board during the annual fair and other activities.
- Oversee coordination of community contests to be led by the Jr Board.



REQUIRED KNOWLEDGE, SKILLS, ABILITIES

- Excellent communication, interpersonal and telephone communication skills, the ability to work with management and staff as well as the general public, clients and vendors. Ability to exercise tact, courtesy and firmness in frequent contact with community groups, customers and the general public. Establish and maintain effective working relationships with others as necessitated by work assignments.
- Extensive understanding of event production, contract negotiations and crowd safety.
- Working knowledge of Microsoft Office programs, including Word, Excel and Google Suite. Working knowledge of desktop publishing programs such as MS Publisher or Adobe is desirable.

EDUCATION

High school diploma or GED equivalent. Bachelor's degree agricultural education or business administration preferred.

EXPERIENCE

- Three or more years of experience in event management, program coordination, specific to agriculture.
- Three or more years administrative experience using MS Office programs such as Word, Excel and Outlook.
- Experience in volunteer management is highly desirable.
- Experience specifically with event organization and production is highly desirable.
- Any equivalent combination of education and work experience that satisfy the requirements of the job.

NECESSARY SPECIAL REQUIREMENTS

- Must be 18 years of age or older.
- Must possess a valid driver's license.
- This position requires acceptable background and motor vehicle check. Must also be able to pass pre-employment physical, drug screen and strength tests.

WORK ENVIRONMENT

- May work in an environment consisting of dirt and dust, loud noise, extreme temperature variations, crowds, livestock and other animals.
- Daily contact with the general public, often involving challenging situations and environments. Must be able to perform in a calm demeanor in these situations at all times.
- Work is generally confined to a standard office environment, but may include tasks performed outdoors.
- Work is usually performed at the Kootenai County Fairgrounds. Frequent exposure to weather elements and conditions, including but not limited to rain, snow, hot and cold weather, dust and wind. Must prepare accordingly and take special precautions to be able to complete job assignments and meet deadlines.

PHYSICAL DEMANDS

The following are some of the physical demands commonly associated with this position.

- Spends time sitting. Must be able to move 100% of the time throughout the facilities and property by walking or other means.
- Occasionally lifts, carries, pulls, or pushes up to 50 pounds.
- Occasionally runs, stoops, kneels, balances, reaches, crawls and crouches while performing work duties.
- Verbal and auditory capacity enabling interpersonal communication as well as communication through automated devices such as the telephone.
- Constant use of eye, hand, and finger coordination enabling the use of office machinery, equipment and tools.

COMPENSATION

- Competitive benefits package including PERSI, health insurance, dental, vision, holidays, sick and vacation leave. Compensation depends on experience.

TO APPLY

- Send resume, cover letter and salary requirements to Alexcia Jordan, General Manager, via email at alexcia@northidahostatefair.com or mail to 4056 N. Government Way, Coeur d'Alene, ID 83815.
- Application deadline is **Monday, May 20.**
- Anticipated start date is **Monday, June 3.**