

## **Competitive Exhibits Manager**

### **Overview**

The Utah State Fair Corporation is a 501(c)3 non-profit entity, seeking an individual that is a self-starter with a desire to perform in a team environment. The Competitive Exhibits Manager is a full-time position which oversees and manages the Competitive Exhibit Departments of the Utah State Fair – both Livestock and Static exhibits. Position duties include, but are not limited to, communicating with staff and supervisors of the Competitive Exhibit Departments, utilizing and overseeing the entry system (currently Blue Ribbon Fair Management), securing judges and managing contracts, utilizing the Corporation's accounting system (currently Bill.com), organizing meetings, interfacing with related advisory committees, updating entry information on the Fair website and other duties as assigned.

### **Essential Duties and Responsibilities (85% of the position)**

Develop a working knowledge of software program used to manage Fair competitive entry departments.

Work with department supervisors to review and recommend updates to categories and classes offered.

Interface with industry and breed associations, department supervisors and related organizations to secure recommendations and seek availability of qualified judges. Upon approval, performs administrative functions related to contracting and payment for those judges.

Update related website information and entry management software.

Prepare detailed set-up sheets, including layout maps and inventory lists as needed for exhibit departments.

Serve as administrative liaison for related committees, including sending meeting notices, acting as recording secretary, sending out minutes and perform additional follow-up as may be necessary.

Secure pricing and order exhibit supplies, including but not limited to, entry tags, awards, signage, display items, general needs, etc., always in compliance with Corporation purchasing policies.

Hire and oversee seasonal staff to work in the livestock and computer offices.

### **Other Duties As Assigned (15% of the position)**

Provide backup support for administration front office, ticketing and parking operations, as needed.

Participate at community events, meetings and training seminars, as applicable.

### **Work Environment**

Work is performed in an often fast-paced environment. Physical requirements include the ability to sit or stand for extended periods, reach, bend, manipulate papers and typical office tools, lift items up to 50 lbs, and operate standard office equipment. Working long hours, nights and holidays are a seasonal necessity.

### **Qualifications**

This position requires meticulous organizational skills, professional customer service skills, well-developed interpersonal and communication skills, multi-tasking and duty flexibility skills.

Qualified candidates will possess a working knowledge of common spreadsheet, data entry and web-based programs with the ability to adopt and utilize new programs.

Experience in a similar or related role preferred, but not required.

**Compensation and Benefits**

\$18.00 to \$31.25 Hourly rate depending on experience  
Excellent Medical, Dental and Retirement Benefit Options  
Paid holidays, vacation and sick leave

Please send your resume to: [holli@utahstatefair.com](mailto:holli@utahstatefair.com), no phone calls please.