

## Application Instructions

To apply for the Fairgrounds Manager/Event Coordinator with the Richland County Fair & Rodeo, please complete and return the Richland County Application to Job Service Sidney. Applications and full job description are available at Job Service Sidney, 211 North Central Sidney MT, 59270 (Tray #8).

**Position: Fairgrounds Manager/Event Coordinator**

**Department:** Fair

**Accountable to:** Richland County Fair Board / County Commissioners

**Summary of Work:** Subject to general guidance and direction from the Fair Board & County Commissioners, this position performs administrative and supervisory work in staffing, planning, organizing, directing, scheduling, and coordinating the events & operation of the Richland County Fair, Fairgrounds & the Event Center. Handle secretarial duties, managerial duties and coordinating/scheduling events. This department preserves, enhances, and develops the Fairgrounds for present and future generations through comprehensive planning, capital acquisition, facility development and event production.

**The duties of Manager/Event Coordinator shall include but are not limited to:**

The Fairgrounds Manager is responsible for the planning, organization, and supervision of the daily operations of the County fairgrounds to ensure that all operations are conducted safely, efficiently, and in accordance with the established advisory guidelines of the Fair Board, County Commissioners, and applicable laws.

Managing and maintaining fairgrounds, operations, personnel, buildings, equipment and supplies, and coordinating, scheduling and overseeing all activities and events held at the fairgrounds. Ensure liability insurance coverage is in place for events, maintain rental records and updates of facility records. This includes booking all events, ticketing, overseeing set-up and takedown for fair events, and publishing fair/event brochures.

Attend all Fair Board meetings and officially record all business. Prepare and email to each board member a copy of the minutes of each meeting, with approval and correction of the minutes to be part of the agenda of the following meeting.

Coordinate the preparation, implementation, and administration of the annual budget established by the County Commissioners to ensure all events and operations at the fairgrounds are within budget. Monitor revenues and expenditures to assure sound fiscal control and prepare annual budget requests. Ensure effective and efficient use of budgeted funds, personnel, materials, facilities, and time. Ensure financial record keeping and accounting procedures are followed so that all records and documentation are available for internal and external auditing. Complete monthly and annual expenditure reports.

Make recommendations to the Fair Board and County Commissioners regarding fairgrounds matters such as budget, maintenance, future needs of the fairgrounds or operational concerns related to managing the grounds. Oversee, perform, or coordinate the publication of fair and event booklets, flyers, and other marketing materials according to established policies.

Oversee and perform a variety of fee collection and associated budgetary duties such as ticketing,

recording all fiduciary transactions, and maintaining accounting systems to ensure that fairgrounds are managed appropriately as a county asset enterprise operation and in accordance with County polices and applicable laws. Responsible for the petty cash fund. Submit proof of expenditures for reimbursements.

Hire and supervise the fair personnel, with the right to terminate said service of personnel for good and sufficient cause. All employee related terminations must be reviewed and approved by Richland County Human Resources.

To supervise and counsel the grounds manager, grounds maintenance personnel and office personnel. Perform other duties as assigned including but not limited to managing special projects, assisting with set up and take down of equipment, cleaning restrooms, floors and facilities as needed.

To attend meetings, workshops, conventions, etc., that will prove of direct benefit to the operation of the Fair and Event Center, with approval of the Fair Board and County Commissioners if out of state.

Work for good public relations. Promote the Fair to the public and deal effectively with the public and the media. Promote sponsorship packages available through the Fair.

**Physical Demands and Working Conditions:**

Requires standing and walking, talking and hearing, and reaching.

Requires climbing, crawling and stooping to inspect buildings and grounds and grandstands to monitor conditions and perform maintenance functions.

The incumbent is frequently required to lift up to 25 pounds.

Must be able to work in all weather conditions and tolerate exposure to dust and chemicals used in cleaning and maintaining buildings and grounds and animal dander.

**Position requirements:**

This position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

Perform other assigned duties.

Effectively supervise personnel.

Deal tactfully with the public. Relate positively to the public, and other employees.

Demonstrate ability to handle entertainment demands.

Able to travel for workshops, conventions, office errands, sales, etc.

Competently prepare and monitor budget.

Maintain accurate and timely records and reports.

Demonstrate ability to organize and schedule.

Effectively administer call for bids.

Adhere to standards of confidentiality and integrity.

Demonstrate punctuality

Establish and maintain effective working relationships with fellow employees, supervisors and the public.

Skill in problem-solving, utilizing judgment in reconciling various day-to-day problems/issues based on established policies and procedures, working with volunteers, and conducting research for the Fair Board.

Requires the ability to plan, organize, direct, and coordinate the work of personnel engaged in the operation of the Fair and other scheduled events/activities; to meet and communicate with the public and other governmental entities, business and community groups, both in written and verbal form.

Negotiate and administer contracts.

Work irregular hours including evenings and weekends.

There is a possibility of future buildings, expansions and upgrades to the Fairgrounds. This position will be required to be involved in that process. This could include meetings, reviewing plans, input on options, etc.