



JEROME COUNTY FAIR & RODEO MANAGER

Job Summary:

The Jerome County Fair & Rodeo is looking for a dynamic, visionary, and qualified individual to lead the organization into the future. Jerome County is a growing county with consistent growth in industry and population but still rooted in its agricultural heritage. The Jerome County Fairgrounds serves a population of over 25,000 residents in a rural area approximately 12 miles from the area's primary service center of Twin Falls.

The position of **Fair Manager** for the Jerome County Fair & Rodeo is an administrative and management position responsible to an appointed seven-member Board of Directors. According to the policies and procedures established by the Jerome County Fair Board, the Fair Manager will be responsible for the overall administration and supervision of the fairgrounds operations and personnel. The overall administration shall include long range planning, budget development and management, facilities development and maintenance, working to obtain sponsorship as well as planning, execution of and supervision of the annual county fair.

Duties and Responsibilities:

- Hire, supervise, and manage all full-time and part-time personnel.
- Assist in development and implementation of policies and administrative procedures for operations. Prepare annual reports, audit information, and operation manuals as necessary.
- Interpret and implement the general philosophy and objectives of the Board.
- Promote the development of a broad and diversified use of facilities consistent with the needs of the residents of the county.
- Direct and coordinate the planning, acquisition, design, construction and/or renovation of facilities.
- Prepare and implement an annual operating budget for review by the Fair Board, the public and adoption by the Board of County Commissioners.
- Coordinate and execute a robust sponsorship acquisition strategy.
- Serve as Secretary for the Fair Board, maintaining all records and minutes, ensuring the organization abides by all open meeting laws.
- Oversee all operations of the annual County Fair.
- Perform other related duties as required and/or requested by the Jerome County Fair Board.

Qualifications, Education, and Experience

- Experience in management, business administration, public relations, entertainment/special events or related fields
- Leadership experience in strategic planning/implementation, including teamwork and collaboration
- Competent in public relations, agriculture and youth development, finance, and business development, including capital project planning
- Ability to work cooperatively and communicate effectively with a Board of Directors, staff, volunteers, business partners, local government officials, sponsors, media, and members of the community
- Ability to exercise independent initiative and professional judgement to solve complex problems and accomplish desired goals and objectives
- Excellent oral and written communication skills
- Management experience with a fair, festival, or major event
- Previous experience working with an elected Board of Directors

Compensation:

- Salaried/exempt position
- Compensation commensurate with experience

Perks and Benefits

- Comprehensive Medical Plan
- Retirement Plan
- Competitive Vacation
- Off-season Flexible Hours

To Apply

Please send cover letter and resume to:

JCF Fair Board
fun@jeromecountyfair.com

Jerome County Fair & Rodeo
PO Box 441
Jerome, ID 83338

Jerome County Fair & Rodeo is an equal opportunity employer, and we value diversity, equity and inclusion. All aspects of employment will be based on merit, competence, performance, and business needs.