

AG-HORT SUPERINTENDENT

Agricultural Mechanics/ Industrial Arts

SANTA BARBARA COUNTY FAIR

(rev. 12-12-22)

The job of the Ag-Hort Superintendent is to coordinate and oversee the department of Agriculture/Horticulture in the Senior, Junior, 4-H, FFA, and Open divisions. Within that department is a 4-H & FFA Ag. Mechanics and Junior Industrial Technology. Also, on display in the Ag-Hort Building is the Home Wine entries. Duties shall include, but not be limited to the following.

1. Assist with the Ag-Hort Division of the Entry Guide Book.
2. Coordinate special Agriculture Exhibits.
3. Secure judges.
4. Encourage and supervise exhibits and judging.
5. Procure entry clerks and hosts/hostesses.
6. Set-up and take-down Ag-Hort exhibits.
7. Any other duties as requested by the Fair CEO.
8. To submit a report and evaluation by July 20.

The position of Ag-Hort Superintendent is very important to the Santa Barbara County Fair because Agriculture is the #1 industry in the county. Contact with the Agriculture community, Santa Barbara Farm Bureau, and the Grower-Shipper Association is highly recommended. The person working in the Ag-Hort Department will be spending a varied amount of time at the Fairpark, as well as contacting exhibitors and sponsors.

The weeks previous to the start of the Fair, the week of the Fair (July 10th through July 16th) and the week concluding Fair (July 17th) the Ag-Hort Superintendent will be spending an average of 40 - 60 hours constructing exhibits, receiving entries, maintaining the exhibit building, breaking down exhibits, and releasing entries. The pay for the Ag-Hort Superintendent is a one-time fee of \$3,600 payable upon completion of services as described above.

Ag-Hort Superintendent

CEO, Santa Maria Fairpark

Signature

Date

Signature

Date

AG-Hort Superintendent Job Description Timeline
Santa Barbara County Fair, July 12-16, 2023

Prior to Fair

- | | |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Dec. 1, 2022 | Provide Fair Staff with updates and recommended changes to Entry Guidebook. |
| Jan. 31, 2023 | Review final draft of Entry Guidebook. |
| Jan. 31, 2023 | Provide staff with updates and recommendations for ribbons and awards. |
| Feb. 15, 2023 | Provide entry staff with updates to online entry information. |
| Feb. 29, 2023 | Review final draft of on-line entry information, premium proof, and exhibitor proof. |
| June 1, 2023 | Arrange for all judges for 2023 Fair. |
| June 1, 2023 | Submit all maintenance work orders |
| June 20, 2023 | Coordinate with Entry Office Staff that all awards and ribbons have been received and inventoried. |
| June 25, 2023 | Proof entry and exhibitor proofs from Entry Office, request all reports needed (Check-in Sheets, Judging Sheets, Score Cards, Results, etc.) |

During Fair Setup, Fair Tear Down

- | | |
|-------------------------|-----------------------------------------------------------------------------|
| June 27 – July 3, 2023 | Work on set-up and decoration of Exhibit Building. |
| July TBD, 2023 | Receive all non-perishable entries, industrial arts |
| July TBD, 2023 | Feature Exhibits and scarecrows arrive |
| July TBD, 2023 | Receive all perishable entries, floriculture |
| July TBD, 2023 | Judge and display all AG-Hort Entries |
| July TBD, 2023 | Proof results and return to Entry Office. |
| July 12 – July 16, 2023 | Assist with staffing of Exhibit Building, and coordination of demonstrators |

After Fair

- July 17, 2023 Coordinate the release of all Entries. Clean up and tear down of Exhibit Building.
- July 18, 2023 Make sure Exhibit Buildings have been cleaned and equipment put away and stored.
- July 20, 2023 Prepare and submit evaluation (written report) of AG-Hort Program and show to CEO.