

# **Fair Manager**

## **Fort Bend County Fair Association**

### **Position Summary**

The Fair Manager provides overall leadership for the planning, coordination, and execution of the Fort Bend County Fair, including agricultural exhibitions, livestock shows, rodeo events, concerts, and year-round Fair operations. This role oversees staff, contracts, vendors, and community relationships, and works closely with the Board of Directors to ensure the fair and rodeo are conducted safely, efficiently, and in accordance with the Association's mission.

### **Key Responsibilities**

#### **Fair Planning & Operations**

- Plan, manage, and oversee all operational aspects of the annual Fort Bend County Fair, including rodeo performances, livestock shows, agricultural exhibits and event entertainment.
- Ensure compliance with Texas Department of Agriculture, Texas Animal Health Commission, PRCA, and local safety regulations.
- Develop and maintain the master fair timeline, operational plans, and logistics schedules.
- Coordinate fairgrounds setup and teardown, including infrastructure, utilities, traffic flow, security, sanitation, and emergency services.
- Ensure compliance with all local, state, and federal regulations, safety standards, and permitting requirements.

#### **Office & Staff Management**

- Hire, supervise and manage an office staff of up to four (4) employees, including scheduling, performance oversight, and professional development.
- Enforcement and creation of efficient office procedures to support fair operations, board activities, and year-round event planning.
- Recruit, train, schedule and evaluate staff performance quarterly.
- Foster a collaborative, professional, and service-oriented work environment.

#### **Contract, Vendor & Exhibitor Management**

- Negotiate, administer, and oversee contracts with vendors, exhibitors, carnival operators, entertainers, Rodeo and service providers.
- Ensure all contracts comply with Association policies, insurance requirements, and legal standards.
- Serve as the primary point of contact for vendors and exhibitors, resolving issues before and during the fair.
- Monitor contract performance and ensure deliverables are met.

## **Community Relations & Public Engagement**

- Serve as a primary liaison between the Fair Association and the Fort Bend County community.
- Build and maintain positive relationships with sponsors, community organizations, schools, agricultural groups, and government agencies.
- Represent the Fair Association at community meetings, events, and public functions.
- Address community and stakeholder inquiries and concerns in a professional and timely manner.

## **Volunteer & Committee Management**

- Develop, coordinate, and oversee a comprehensive volunteer program supporting fair, rodeo, livestock, and year-round operations.
- Recruit, train, schedule, and supervise volunteers and volunteer committees, including livestock, rodeo, hospitality, admissions, and grounds support.
- Serve as staff liaison to volunteer chairs, superintendents, and committees, ensuring clear communication and alignment with Board policies.
- Establish volunteer roles, expectations, schedules, and operational guidelines.
- Coordinate volunteer orientation, training, and day-of-event support to ensure a positive and well-organized experience.
- Implement volunteer recognition and retention efforts to strengthen long-term engagement and community involvement.
- Ensure volunteers comply with safety protocols, animal welfare standards, and operational procedures.

## **Scholarship Foundation Coordination**

- Serve as staff liaison to the Fort Bend County Fair Scholarship Foundation or related scholarship committees.
- Coordinate administrative support for scholarship programs, including application timelines, communications, and award processes.
- Support compliance with Foundation policies, financial controls, and reporting requirements in coordination with the Board and Treasurer.
- Assist with scholarship-related events, presentations, and recognition activities during the fair.
- Ensure scholarship programming aligns with the Fair Association's educational and agricultural mission

## **Budget & Financial Oversight**

- Develop and manage the Fair's operational budget in coordination with the Board.
- Monitor revenues and expenditures to ensure fiscal responsibility.
- Assist with sponsorship coordination and other revenue-generating activities tied to Fair and Rodeo operations.

## **Board Relations & Administration**

- Work closely with the Board of Directors to implement policies, strategic goals, and operational priorities.
- Prepare reports, updates, and recommendations for board meetings.
- Attend all Board and Executive Committee meetings and other meetings as required.
- Support board committees related to fair, rodeo and livestock operations as needed.
- Submit to the Board of Directors complaints received and action taken or planned action.

## **Marketing & Promotions (in coordination with staff or contractors)**

- Collaborate on marketing, communications, and promotional efforts to increase attendance and engagement.
- Serve as a public-facing representative of the fair during promotional activities and fair operations.

## **Risk Management & Safety**

- Work with Directors to develop and implement emergency preparedness, risk management, and safety plans.
- Coordinate with county and local law enforcement, fire, EMS, and security providers.
- Ensure a safe environment for attendees, participants, staff, and volunteers.

## **Qualifications**

### **Required**

- Bachelor's degree in Event Management, Business Administration, Hospitality Management, or a related field, or equivalent experience.
- Minimum of 5 years of experience managing large-scale events, county fair, or rodeo operations.
- Proven experience supervising staff and managing office operations.
- Strong contract management and negotiation skills.
- Excellent leadership, organizational, and communication skills.
- Ability to work flexible hours, including evenings, weekends, and extended hours leading up to, during and after the fair.
- Fort Bend County residency preferred or willing to relocate in proximity upon starting position.
- Must be willing and able to obtain TABC beverage license for Fair and other activities.

### **Preferred**

- Experience with agricultural fairs, festivals, rodeos or livestock-related events.
- Experience working with PRCA, WPRA, or similar rodeo organizations.
- Experience working with nonprofit organizations and boards of directors.
- Knowledge of public assembly safety requirements.

- Experience managing volunteer-driven organizations, committees, or large volunteer programs.
- Familiarity with Fort Bend County or similar communities.
- Experience supporting nonprofit scholarship programs or educational foundations.
- Experience coordinating with boards, foundations, or auxiliary nonprofit entities.
- Familiarity with nonprofit financial controls, donor stewardship, or restricted funds (preferred but not required).

### **Physical & Work Requirements**

- Ability to work outdoors and in an office setting.
- Ability to walk fairgrounds for extended periods and lift moderate weights as needed.
- Ability to basic understanding of office equipment and technology.
- Availability for extended hours before, during, and after the fair.

### **Compensation**

Salary and benefits commensurate with experience and qualifications.

### **Point of Contact**

For more information or to submit your resume please contact Brian Graeber  
bgraeber@fbcfa.org.