Position: Livestock & Rodeo/Vendor Coordinator

Start Date: To Be Negotiated

Salary/Benefits: Commensurate with experience

Basic Function:

- Accountable for the overall operations of the Fort Bend County Fair Association (FBCFA) and all sanctioned events in a manner that is businesslike, economically feasible, professional, diplomatic, and consistent with the FBCFA Mission. FBCFA is a 501(C)3 organization which operates through a Board of Directors, Executive Committee, and office staff.

Duties and Responsibilities (included but not limited to):

- Livestock
  - Entries
    - Set up Online entries/take entries & orders at tag-in
    - Verify paperwork/signatures
    - Send email reminders
  - Rules
    - Update rule changes
    - Upload rules to website
    - Answer questions from parents regarding rules
  - LVS Committee
    - Attend meetings/tag-ins
    - Prepare supplies, materials for shows, tag-ins, etc.
    - Assist chairmen and committee members with various tasks
    - Assist with getting the livestock office set up during fair time with supplies
  - ShoWorks
    - Data entry
    - Create and manage data reports including financials
    - Work with our team of experts to help get them set up to run efficiently during the fair
  - Livestock Judges
    - Contact Judges
    - Secure contracts
    - Ensure necessary paperwork is ready for accounting department to issue checks
  - Fair Season
    - Assist with setup
    - Coordinate materials, paperwork, workers, volunteers, etc.
    - Assist the Livestock committee with anything they need/request
    - Post livestock show results on the website
- Vendor Coordinator
  - Review and update applications
  - Take and record payments & deposits
  - Keep record of permits and required insurance
  - Setup inspections with City and County personnel
  - Solicit new vendors (Commercial & Food)

- Communicate with and answer any vendor questions
- Auction
  - Pre-Auction
    - Send out invitations
    - Update contact lists
    - Assist new buyers with getting registered and any questions they may have
    - Create and/order brochures that inform individuals on how to become a buyer and the benefits of buying in the auction
  - Auction Days
    - Assist Directors/committee with getting materials ready
    - Attend auction (Art, Commercial Heifer, Junior Livestock, Freezer)
    - Collect payments during Auctions, write receipts, run credit cards and assist with questions, etc.
    - Answer buyer questions, assist committee with questions and procedures
    - Organize paperwork during/after auction
  - Post Auction
    - Collect add-ons & enter into ShoWorks
    - Mail buyer invoices
    - Post results to website
    - Take buyer payments via phone and answer questions regarding auction
    - Collect exhibitor 'Thank You' notes and sort them accordingly
    - Put together buyer 'Thank You' packets including photos, thank you notes, etc.
  - Website
    - Assist with creating event pages
    - Edit newsletters and send them out after they have been approved
  - Print Materials
    - Sell & Assist with design of catalog ads
    - Auction Buyer's guide
    - Create flyers for smaller events including the County Barrel Race/Roping
  - Rodeo
    - Work with directors to update rules
    - Create flyers
    - Collect entries & fees for the following:
      - Reunion Rodeo
      - Ranch Rodeo
      - County Barrel Race
      - Invitational Calf Roping (includes sending out letters)
    - Arena premium seat sales & tickets and problem solving
  - Contracts/Bids
    - Photographer
      - Seek photographer buds
      - Secure photographer contract
      - Create a photo schedule
      - Secure materials (backdrop, shavings, etc.)
      - Receive and distribute photos from photographer
    - Ear tags
      - Sort through ear tags & supplies
      - Order/coordinate tags with divisions
  - Other events
    - Assist with set-up and tear down of other events

        - Proof materials
        - Assist directors and committee members with their needs
    - Miscellaneous
        - Solve problems for customers/fairgoers including ticket problems, committee problems, rules, invoices etc.
        - Direct phone calls
        - Assist the front counter with paperwork, payments, questions, notary, etc.
        - Order materials
        - Prepare and send out mailers
        - Set up entry forms
- All other duties as assigned by Executive Manager

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required for the listed position.

Individuals interested in a career with the Fort Bend County Fair Association are encouraged to send cover letter, resume list of references and salary requirement to:

FBCFA
Attn: Joel Rose
jrose@fbcfa.org