

Competitive Exhibits & Volunteer Program Coordinator **Erie County Agricultural Society, producers of the Erie County Fair**

Classification: Non-Exempt (Hourly)

Location: On-site at the Fairgrounds Main Office at 5600 McKinley Parkway, Hamburg, NY 14075

Hours: Full-time from 8:00 am-4:30 pm or 8:30 am-5:00 pm; Must be able and willing to work evenings and weekends for special events, including all twelve days of the Erie County Fair each August

Reports to: Chief Program Officer

About the Role: The Erie County Agricultural Society (ECAS) is growing! We are seeking a Competitive Exhibits & Volunteer Program Coordinator to join our dynamic team. This role is ideal for someone who thrives in a fast-paced, creative environment and enjoys working with artists, exhibitors, volunteers, and the public.

About the Erie County Agricultural Society: The Erie County Agricultural Society is a private not-for-profit membership corporation, which annually produces the Erie County Fair. The Society is the oldest civic organization in Western New York, established in 1819.

Mission Statement: The basic purpose of the Erie County Agricultural Society, producers of the Erie County Fair, is to preserve and enhance, by educational endeavors, the agricultural and historical legacy of New York State.

Key Responsibilities

Competitive Exhibits (70%)

- Oversee and coordinate all still exhibit competitions, including the following departments:
 - Ag-Grange, Best of Bar, Culinary Arts, Environment & Sportsmen, Fine Arts, Flower Show, Historical Building, Home Arts, Needle Works, Skilled Trades, Woodcarving, and any newly created departments and competitions.
- Hire, manage, and support competition superintendents.
- Work directly with superintendents to ensure smooth entry and judging processes.
- Manage exhibitor relations by addressing inquiries, issues, and concerns.
- Update competition guidelines and class listings annually.
- Ensure accurate data entry of categories, divisions, and classes using ShoWorks software.
- Oversee judging logistics and coordinate the processing of prize checks and awards.
- Collaborate with marketing to promote entry submissions including tactics like quarterly newsletters, website and social media.
- Identify opportunities for new competitions modify existing competitions annually.

Volunteer Program (30%)

- Act as the liaison between ECAS and the Volunteer Program Coordinators.
- Maintain the volunteer database (via Cervis software) and oversee ongoing communications, scheduling, and training.
- Plan and execute monthly meetings and training sessions for volunteers.
- Develop and implement recruitment, retention, and appreciation initiatives.
- Schedule and manage volunteers for non-fair activities throughout the year.

- Collaborate with ECAS staff to identify volunteer needs.
- Interview and train incoming Volunteer Coordinators annually.

Qualifications and Skills

- Strong oral and written communication skills.
- Ability to work effectively with diverse individuals and personalities.
- Excellent time management and organizational skills.
- Comfortable handling multiple deadlines and projects simultaneously.
- Creative, visionary, and open to new ideas.
- Self-motivated with the ability to work both independently and collaboratively.
- High attention to detail.

Education and Experience

- Associate's or Bachelor's degree in business (preferred but not required).
- Relevant work experience managing multiple people will be considered case-by-case.
- Experience as an exhibitor at the Erie County Fair is a plus!

Technical Skills

- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint).
- Experience or interest in creative and hand-crafted arts is highly desirable.
- Strong organizational and communication skills are essential.
- Training will be provided for ShoWorks and Cervis software.

Compensation & Application Process

- Hourly Wage: \$21 – \$24 per hour based on experience
- To Apply: Send your resume and work samples to jobposting@ecfair.org.

All applicants are thanked in advance and advised that only those selected for interviews will be contacted.