



<p>Applications (STD. Form 678) are available Applications will be accepted by mail, facsimile, or express mail.</p> <p>OC Fair & Event Center Administration Building 88 Fair Drive Costa Mesa, CA 92626 Tel: (714) 708-1563 FAX(714) 708- 1936</p>	<p>Website:</p> <ul style="list-style-type: none"> • http://ocfair.com/about-us/employment/ • Please complete the Application on a computer or print in ink. All questions must be answered completely and accurately, except as noted. Only Application STD 678 will be accepted. Application (STD 678) is available at https://jobs.ca.gov/pdf/std678.pdf
<p>Position Title:</p> <p>Heroes Hall Supervisor (Deputy Manager I)</p>	<p>Exempt/Non-Exempt Status:</p> <p>Exempt</p>
<p>Reports to:</p> <p>Director, Exhibits & Education</p>	<p>Supervises:</p> <ul style="list-style-type: none"> • Volunteer Docents • PT Administrative Staff • PT Exhibit Curator
<p>Wage Range: \$4,705.00 - \$5,845.00 per month + 15% recruitment & retention differential</p>	
<p>Position Purpose:</p> <p>Under direction, serves as a member of the District's operations management team to supervise the operations of Heroes Hall museum and education center, and plan, develop and execute community education programs to promote Heroes Hall and veterans interests.</p>	
<p>Essential Functions:</p> <ul style="list-style-type: none"> • Working within an established budget, oversee the operations of the Heroes Hall museum and community center and develop exhibits and programming that engages the public in understanding veterans' stories and interests. • Oversee the work of a curator who will develop rotating exhibitions and/or acquire traveling and loaned exhibits. • Promote Heroes Hall and OC Fair & Event Center in the community by developing positive and productive relationships with veterans groups, educational partners and community leaders. 	



- Source speaking opportunities within the community and make presentations to promote Heroes Hall programs, events, and activities.
- Develop, coordinate and organize educational resources for the public.
- Develop veterans-related programming at Heroes Hall to help educate the public on veteran's issues and interests, including performances, guest lecturers, events, etc.
- Work with the District's marketing department to develop collateral materials and advertising plans to promote Heroes Hall exhibitions and programs.
- Work with the District's communications department to develop clear and consistent messaging for the media, general public and employees to promote Heroes Hall exhibitions and programs.
- Develop and build a robust volunteer docent program to conduct public tours and help host special events at Heroes Hall.
- Develop outreach programs to high school students, veterans groups and other interested community groups to continually promote Heroes Hall and its programs.
- Recruit and supervise the hiring, training, performance, and development of staff and volunteer docents who will guide the public through Heroes Hall and its associated programs.

This description in no way implies that these are the only duties to be performed by the employee occupying this position.

Secondary Functions:

- Serve as the District's liaison to the Heroes Hall Veterans Foundation. Work with the Foundation on programs and events at Heroes Hall to support their fundraising activities.
- Develop opportunities to partner with corporate groups to provide in-kind trade for technology, exhibitry and other equipment needed for Heroes Hall.
- Oversee content for the Heroes Hall page on website to inform and educate the public about Heroes Hall and to promote its programs and events.
- Respond to inquiries from the public about Heroes Hall.
- Ongoing care and maintenance of facility

Qualifications:

- Two years of experience performing program or administrative support duties such as financial operations, contract management, personnel operations, or facilities development in a classification equivalent in level to a Business Assistant II, District Agricultural Association (Specialist) or (Supervisor), in the California state service. Or II
- Three years of experience performing program or administrative support duties such as financial operations, contract management, personnel operations, or facilities development in a classification equivalent in level to a Business Assistant I, District Agricultural Association, in the California state service.Or III



- Three years of increasingly responsible and varied supervisory or managerial experience overseeing the operations of a fair or exposition; agricultural association; arena, convention, or event center; or other multi-use entertainment facility; or in an entrepreneurial capacity for a private or public sector organization responsible for activities such as marketing and promotions, fostering local community contacts, providing customer-oriented service, developing revenue generating alternatives, identifying efficiencies to reduce cost, community liaison activities, and developing and managing a significant budget. (A college degree in business administration, agricultural management, agricultural business, or a related field may be substituted for two years of the required experience.) (Completion of a recognized college internship program or an internship program through an organization such as Western Fairs Association, in which the intern performed significant duties at a DAA, fair, or exposition, may be applied toward the experience requirement, on a year-for-year basis.)
- Bachelor's Degree in Community Education, Nonprofit Management, Public Administration, Arts Administration or related field preferred
- At least 2 years of experience supervising a community program or exhibit
- Experience in developing successful community-based programming and materials
- Proven leadership skills and the ability to develop and conduct effective volunteer docent program
- Ability to organize, present, and communicate information effectively through concept to finished plan or design
- Excellent organizational skills and the ability to manage multiple tasks effectively
- Ability to prioritize, schedule work and meet deadlines in an environment that is often fast-paced and changing
- Creative problem solving skills
- Excellent communication and customer service skills
- Excellent skills using MS Word, Excel, PowerPoint, Internet

Special Qualifications:

- Ability to work outside the normal business day/week as demanded by events and programs
- Some travel may be required for research and business development
- Passion for and knowledge of veterans history and issues
- Experience and skills in effective public speaking

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is required to walk; use hands and fingers to operate, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

Will work in a fast-paced indoor environment, and possibly outdoor environment during all types of weather. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet, however louder noise levels may be experienced during outdoor events and when in larger event buildings.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Will be required to perform other duties as directed, requested or assigned