

**The Maricopa County Fair and the Arizona State Fair seek an experienced and energetic team leader to become their Exhibits Coordinator!**

The Maricopa County Fair is a tradition the people of the county look forward to each year! The Arizona State Fair is the largest single event in the state, hosting over 1.2 million people each year. The Fairs continue their unswerving commitment to showcase and provide education on the wealth of our agricultural community. The Fair's Exhibits Coordinator position is an exciting opportunity to continue this commitment and contribute to the community.

**JOB DESCRIPTION**

The Exhibits Coordinator oversees all competitions and competitive entries, including Livestock (MCF), Small stock (MCF), Still Exhibits (MCF & ASF) and is charged with redesigning the competitive entries department for both fairs to be relevant and exciting for new generations of fairs' exhibitors while maintaining the current exhibitors. Manage and implement the livestock/small stock and competitive entries departments pre-fair, fair and post fair to ensure the fairs are maintaining the highest level of customer service to its exhibitors. The Exhibits Coordinator is responsible for the Non Animal Competitive Exhibits for the Arizona State Fair and all the competitions for the Maricopa County Fair.

**ROLE AND RESPONSIBILITIES**

The Competitive Exhibits Coordinator will train and manage staff, supervise and coordinate all related Entries activities. Support and assist in establishing presentation quality standards. The Competitive Entries Coordinator will oversee special demonstrations/contests. Below is a general list of responsibilities and is not meant to be a complete and entire list:

- Supervises all Livestock (MCF), Small stock (MCF), General Entries (MCF & ASF), Fine Arts (MCF & ASF) and all competitive still competitions. |
- With Executive Director, defines goals and lead strategies developed for competitive exhibit programs.
- For the Maricopa County Fair produce the Junior Livestock Auction, Ag Mechanics Auction, and Small Stock Auction.
- Sits on and directs the Livestock, Small Stock, and Competitive Exhibits committees.
- Responsible for contracting with judges, coordinators, suppliers, and vendors for all competition programs.
- Responds to and resolves difficult and sensitive inquiries and complaints and new developments.
- Accounting and recordings of auction and premium placements and dispersals of checks
- Generate new contest ideas, design, and execute
- Find sponsors/partners for Entries Department
- Order supplies for pre-fair, Fair, and post-fair
- Serves as a key member of the team, contributing to overall institutional growth and development.
- Assist Executive Director with hiring and managing Coordinators, Asst. Coordinators, Office Staff and Departmental Staff, including paid and volunteers
- Supervise Entry Office Staff
- Manage award and ribbon database, exhibitor databases, and analysis spreadsheets
- Solicit and manage awards sponsorship program, including billing
- Build Exhibitor relations through conflict resolution and customer service
- Performs other duties as assigned.

## The ideal candidate will possess:

- Extensive experience managing exhibits and education programs, particularly in agriculture
- Experience coordinating other special exhibits and events
- Excellent oral and written communication skills, with the ability to effectively communicate with a wide variety of stakeholders and clientele

## Minimum Qualifications

- **Detail Oriented:** Ability to multi task, thorough follow up, and ability to complete tasks to the fullest extent.
- **Customer Service:** Experience and ability to deal with many personalities and resolve conflicts with positive customer service.
- **Education:** Academic course work which directly relates to the knowledge and abilities listed. Normally, these courses would include public relations, recreation and agriculture.
- **Experience:** Considerable experience which would provide the knowledge and abilities. Normally, responsible experience in organizing and managing major shows or exhibits in district or county fairs or other related activities would provide such an opportunity.
- **License:** Possession of a valid driver's license
- **Language Skills:** Ability to read and write the English language sufficiently to understand written work orders and instructions.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide whole numbers. Must be able to make change, handle money, document transactions, and balance banks.
- **Physical Demands:** Requires the ability to lift and carry supplies and equipment weighing up to 20 pounds on an occasional basis, prolonged sitting at a desk to perform tasks, and frequent customer service. Employees in this job classification are designated as essential employees and must report to work as scheduled by the fairground's director, which will include evenings and weekends.

**Work Environment:** Work is performed under direction of the Executive Director. The employee is expected to exercise initiative and independent judgment in accordance with established procedures and policies. Work is mostly in an office setting, however there will be times when being outdoors in the elements and in the buildings or barn will be required.

- The Maricopa County Fair (currently) takes place in April. The work schedule is very cyclical. The months from January – April are VERY busy and will require some weekends, weeknights, and extreme hours.
- The Arizona State Fair takes place the month of October. July – October are VERY busy and will require some weekends, weeknights, and extreme hours.
- Semi-flexible work schedule depending on up-coming event needs.

## Knowledge, Skills, and Abilities

- Thorough knowledge of: standard fair practices, procedures and diversity of Fair activities.
- **Working knowledge of:** methods and problems involved in presenting shows and exhibits; judging qualifications for livestock and other common fair entries; the principles of supervision and training.
- **Ability to:** exercise sound judgment and to make independent decisions on problems encountered; prepare and evaluate rules and regulations for typical Fair exhibits; deal

tactfully and effectively with officers and representatives of various organizations and with the general public; plan, organize and direct the work of a large number of temporary employees; foresee and meet necessary work deadlines; present information effectively in oral and written form.

**Preferred qualifications:** If you possess any of the following, specifically include the details on your application, as this information will be used to assess your qualifications and may be used to determine a top group of applicants.

- Experience collaborating with partners and stakeholders with diverse points of view
- Experience managing educational exhibits
- Experience managing agricultural and/or livestock show competitions and judging competitions
- Excellent written and oral communications skills
- Knowledge of animal husbandry principles and experience with showing animals
- Excellent problem solving and decision making skills
- Excellent interpersonal and consensus building skills with a focus on customer service
- Must be able to work long hours when required – which will include some evenings and weekends (fair week, board meetings, tagging days, etc.)
- Proficient skill using MS Office Suite applications

**Please submit the following:**

\* **Required:** A cover letter and current resume

\*Answers to the supplemental questions - If you need more writing room you may submit it as an attachment to your application.

**SALARY & BENEFITS:** Pay: Dependent on experience. Position is a salaried position – Range \$40,000 - \$60,000 (Avg. \$19.23 - \$28.85 hourly)

Sick time accrues at 1 hr. for every 30 hours worked (may only use 40 hours annually).

Although the position does not offer health benefits, our benefits are a flexible schedule (other than fair time), an amazing work team, and the opportunity to be a part of something special!

This position is funded by the Maricopa County Fair Association, a non-profit organization. This is not a County funded position.