

# **Buchanan County Fair Association**

## **Fair Manager Job Description**

Job Title: Fair Manager

Location: Independence, IA

Reports to: Buchanan County Fair Board

The main objective of the Fair Manager is to manage all aspects of the fairgrounds operations including activities held at the fairgrounds, facilities operation and maintenance, fairgrounds budget and accounting systems for monetary control, marketing of the fairgrounds year-round, marketing the annual County Fair, promotion and support of the fairgrounds events, space rentals, and supervision of assigned staff. Manage a budget near \$300,000. Works under the direct supervision of the Buchanan County Fair Board. Coordinates implementation of policies of Buchanan County Fair Board.

### **DUTIES AND RESPONSIBILITIES**

- Manage day-to-day planning, direction and supervision of the facility year round and the annual 7-day Buchanan County Fair activities.
- Secure sponsorships & write grants for the Buchanan County Fair Association.
- Perform Accounts Receivable & Accounts Payable duties. Work closely with Treasurer of Buchanan County Fair Board.
- Regular attendance at monthly fair board meetings is required.
- Develop staffing requirements to insure that sufficient full time and part time personnel and volunteers are in place to operate annual 7-day fair, safely and efficiently.
- Work with appropriate committees and staff members, and provide guidance in the areas of public relations and marketing.
- Liaison with booking agent, entertainment coordinator, and sound engineer regarding main stage acts and other venues as outlined by entertainment committee.
- Assist in preparation and presentation of annual budget to the board, in conjunction with the finance committee, including recommendations for short term and long-term projects and programs involving income and expenditures.
- Make presentations to civic and other local groups to promote a favorable Buchanan County Fair image and encourage participation and/or attendance.
- Work closely with state and local officials in securing proper licenses and permits to conduct annual 7-day fair and off-season events.
- Other duties as assigned.

### **Skills & Abilities**

**The ideal candidate should enjoy working in a production based career and have a strong desire to succeed in a position that is highly visible within their community.**

#### **Beneficial skills would include:**

Effective Oral & Written Communication

Strong planning and organization skills

Basic knowledge of Microsoft Word, Excel, Quickbooks, etc.

Self-Motivated with ability to thrive under minimal supervision

Familiarity with fairs, 4-H and FFA programs, or event production.