

Iowa County Fair Manager Job Description

Title: Iowa County Fair Manager

Immediate Supervisor: Fair Board President

Pay Range: \$40,000 base salary (see "Pay and Benefits" section below)

Nature of Work:

This position is responsible for the organization, preparation, promotion, marketing, direction, and scheduling of the annual Iowa County Fair and the fairgrounds under the supervision, advice, and approval of the Fair Board of Directors.

Minimum Qualifications:

Education:

1. Knowledge and experience in accounting, marketing, or other related field is required
2. Coursework or training in word processing, spreadsheet and database software is desirable

Experience:

1. Two years' experience in bookkeeping is preferred
 2. Experience in event planning / project management preferred
 3. Marketing background desirable
- Individual may not be an immediate family member of an Iowa County Fair Board of Director member.
 - Individual may not have been convicted of a felony. A background check will be conducted.

Note: Equivalent combinations of job-related education and experience will be considered.

Knowledge, Skills, & Abilities:

1. Knowledge of accounting methods
2. Ability to thoroughly learn the fair book, the Chapter ATCP 160 rules and health rules required for the fair
3. Ability to learn, translate, and enforce bylaws
4. Problem solving, organizational skills, and ability to manage competing priorities
5. Self-motivated
6. Ability to communicate clearly, concisely, and tactfully both written and orally
7. Skill in using computer databases, spreadsheets, word processing and other office programs
8. Ability to create and maintain complex and detailed records regarding all fair and grounds events
9. Aptitude in public relations
10. Ability to maintain confidentiality and use good judgement and decision making
11. Ability to work effectively and harmoniously with others

Essential Functions:

Under the direction of the Fair Board of Directors, the applicant should be able to:

Financial:

1. Prepare and follow a detailed annual financial budget each year and maintain all financial records
2. Complete income and expense records and present them at monthly meetings
3. Reconcile the fair records each month
4. Apply for and receive state aid and other grants/funds and donations available to aid the county fair
5. Organize and promote sponsorship of the fairgrounds and fair
6. Utilize QuickBooks online to accurately track fair society financial records

Secretarial:

1. Maintain records and submit all annual reports to the Wisconsin Association of Fairs and other entities
2. Accurately record minutes at all meetings and provide information as requested
3. Create meeting agendas and disperse to members regularly
4. Compose letters and all correspondence relating the Fair, society members, or the Board of Directors
5. Update the Iowa County Fair Book annually and publish it in timely manner
6. Hire and coordinate all judges, volunteers, and sub-contractors for the fair (garbage removal, bathrooms, etc.)
7. Maintain and translate all official Iowa County Fair Society documents
8. Update, maintain, and process all contracts

Other:

1. Report to the Fair Board of Directors each month and attend all Fair Board Meetings
2. Prepare information for advertising and promotion of the Fair and all events held on the grounds
3. Become proficient in the use of fair software
4. Be the main contact for any Fair questions, issues, or clarifications
5. Represent the Iowa County Fair at various meetings as needed
6. Organize and handle all rentals and events
7. Purchase and order supplies for the fair and the grounds
8. Oversee social media accounts and promote the fair and fairgrounds events through these channels
9. Organize and manage all grounds projects or delegate as you see fit
10. Organize and coordinate the entertainment, vendors, exhibitors, etc. for the Fair
11. Oversee the Fairest-of-the-Fair and Junior Fairest-of-the-Fair program and her activities
12. Represent the Iowa County Fair at the Fair Convention for workshops, and discuss entertainment and contracts
13. Be an active participant in the Iowa County Tourism Council and work closely with each Chamber of Commerce within the county
14. Identify revenue generating opportunities and present to the Fair Board for consideration

15. Serve as a liaison between the Fair Board and the community, youth groups, and local businesses

Supervision Received:

General and specific assignments are received, and work is performed according to methods and procedures of the Fair Board of Directors with allowance for independence and judgement in accomplishing the assignments.

Environmental Factors:

Individual will work in the Iowa County Fair Office. Dexterity in moving, picking up objects, and operating office equipment is required.

Pay and Benefits:

The base salary of this position is \$ 40,000. Additionally, to incentivize the productivity of the individual, this is a progressive position with performance-based commission offered. The individual will receive a percentage of income from events hosted at the fairgrounds generated by the individual him/herself.

Vacation days are negotiable and need to be discussed and approved with the supervisor. There are no health care benefits offered.

Position Progression:

To help the individual excel and have a positive transition period, this position is organized in a progressive format as follows:

Year 1:

- Work closely with last year's fair secretary and treasurer to learn the Iowa County Fair Society system and to carry out the official financial and secretarial duties
- Perform duties listed above with regular assistance from last year's officers
- Learn the fair entry program and assist with it prior to and during the fair

Year 2:

- In addition to year one, build upon your knowledge and work in a more self-sufficient manner
- Assist with the livestock auction
- Bring in a certain percent of revenue on new events that you generate

Year 3:

- In addition to year one and two, run the livestock auction
- Be fully self-sufficient, independently manage all aspects of your role
- Generate performance-based commission

Closing Statement:

This description has been prepared to assist in evaluating duties, responsibilities, and skills of this position. It is not intended as a complete list of specific duties, nor is it intended to limit responsibilities

to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.

Employee Signature

Date