



Douglas County Ag Association Fair Manager Job Description

Job Summary: The Douglas County Fair Manager is responsible for the day-to-day operation of the Douglas County Fairgrounds and its facilities and for overseeing all aspects of the annual fair. This includes, but is not limited to:

- Oversee staff, committees, & operations of the Douglas County Fair and Fair-Program including:
 - 4-H
 - Open Class
 - Animals
 - Entertainment
 - Grounds & building usage, maintenance & utilization
 - Parking
 - Vendors
 - HR
 - Communications
- Supervise year-round staff
- Oversee year-round coordination and maximize utilization of fairground buildings & facilities
- In partnership with the appropriate staff or Executive Committee
 - Negotiate fair related contracts on behalf of the Douglas County Ag Association
 - Hire, review, and discipline all employees that report to the fair manager
- In partnership with the fair Communication/Vendor Managers
 - Maintain good public relations with the community and service organizations through media or involvement in community affairs
 - Review and audit communications & advertising
 - Coordinate grounds (water, electric, lighting) are appropriately prepared for onsite vendors
- In partnership with the fair Treasurer and Finance Committee
 - Prepare & maintain a balanced annual budget
 - Participate in and prepare input for Long Range Facility Planning
 - Oversee major construction projects along with Lead Maintenance Manager
- Strive to Achieve fair attendance goals as set forth by the board of managers
- And all other duties & responsibilities as assigned

Supervision Received: The Fair Manager Reports to the President and Executive Committee

Supervision Exercised: The Fair Manager supervises the Lead Maintenance Manager and Grounds & Maintenance Committee, Open Class Manager and Committee, 4-H/DNR/FFA Committee, Entertainment Manager & Committee, Vendor Managers and Midway Committee

Working Hours: This is a salaried position with an estimated average of 7-10 hours a week working year round with a 60-hour work week the week of the fair

Work Location: The Fair Manager needs to be available both on-site and off-site, as needed, during the off-season. The Fair manager needs to be primarily onsite from mid July through August.