

## ***Wayne County Fair Association Manager Job Description***

The Fair Manager of the W.C.F.A. must be a highly motivated and innovative individual who will manage the facilities and operations of the Wayne County Fairgrounds.

The Fair Manager will report directly to the president of the W.C.F.A. The supervisory chain of command will be the W.C.F.A. board of directors through its president.

The Fair Manager must have a working knowledge of agriculture, preferably with experience in 4-H.

The Fair Manager must have excellent people and communication skills, in addition to outstanding management skills. The position requires interaction with the board of directors and its committee members, staff, volunteers and community representatives. Due to the hands-on nature of the position, certain basic physical abilities may be required.

An associate's degree with commensurate work experience is strongly recommended; a bachelor's degree is preferred; previous fair/event management and promotion experience is desired.

Anticipated work week: 40-60 hours. Will be on call 24 hours/day, seven days/week.

Estimated salary range: \$30,00-\$40,000. This position comes with or without accommodations as an optional part of the salary package.

This is a working manager's position requiring the supervision of clerical and maintenance staff augmented by volunteers and other friends of the Fair. The duties vary by task, day and need, however, they will include the administration of the overall operations and can involve helping in general maintenance of the grounds buildings, and equipment as well as moving, cleaning and setup before, during and after shows.

Must be available for annual Fair week and for various scheduled events such as: dog shows, horse shows, trailer rallies and building and grounds rental activities.

Must learn electric layout of the grounds; water systems shut off valves and where lines run, etc. Must learn sewer system.

Meetings with local groups, i.e.: Lions Club, Rotary, D.D.A., 4-H Clubs, etc., to promote good will and support between the W.C.F.A. and the community.

Fill out contracts for seasonal storage, rental of facilities and campgrounds.

Meet with township officials on permits etc.

Assure court assigned trustees for labor uses on the grounds by meeting and promoting good relations with court supervisors and judicial officials.

Must have computer skills, as well as internet, e-mail, and ability to design forms and read building blueprints etc.

Plans, organizes, promotes and implements activities sponsored or promoted by the W.C.F.A.

Develop communication systems for the purpose of obtaining local support resources and involvement of the participants in 4-H and other adult programs.

Develop new programs intended to broaden the scope of the W.C.F.A.

Negotiate contracts for business, entertainment and other activities and present them to the directors for approval.

Represent the W.C.F.A. for official and unofficial functions.

Assist the W.C.F.A. in reaching it's goals and administer the policies of the W.C.F.A.

**Special Requirements:**

- Possesses a valid Michigan Driver's License.
- No criminal conviction record.
- No barriers to being bonded.
- Agree to a background check.
- Provide a current credit report.
- Experience in governmental functions.
- Experience in double entry booking systems
- Ability to prepare and follow financial reports.
- Knowledge of marketing.
- Knowledge of agricultural commodities.
- Strong organization experience.
- Ability to motivate and stimulate the public.
- Ability to increase and maintain volunteers.

The aforementioned specification are intended to be sufficient to identify the manager's responsibilities and illustrate many duties that may be assigned. It should not be interpreted to describe all the assigned duties of the manager's employment.

Send resume to: Wayne County Fair Association, P.O. Box 308, Belleville, MI 48112  
Attention: Frank Rochowiak, President

031008WCFA