

**THE STATE FAIR OF WEST VIRGINIA**  
**JOB DESCRIPTION**  
**Special Events and Concessions Manager**

**BASIC FUNCTION**

To serve under the direct supervision of the CEO to perform a wide variety of tasks generally associated with the management of the State Fair of West Virginia facility. This position encompasses the annual State Fair of West Virginia and year-round programming opportunities.

**QUALIFICATIONS**

Basic knowledge of facilities management and planning, as well as some sales. Ability to effectively carry out oral and written instruction; ability to develop and maintain effective working relationships with others and proven success at project management. Computer skills needed included basic Microsoft programs (Word, Excel, Access, and Publisher). Strong technology skills including email and use of Internet and web sites for delivery of information. Supervisory experience a plus. Position demands ability to set and meet deadlines.

**RESPONSIBILITIES**

- Fair Time Responsibilities
  - Coordinate concessionaires, food and non-food
  - Book and manage free entertainment for annual State Fair, including Center Stage and grounds entertainment
  - Manage beer sales
  - Oversee State Fair merchandise sales
- Coordinate and schedule non-fair events including contracts, setup and post event recaps
- Attract new events and groups for year-round events
- Assist in developing annual budget for non-fair events and facilities
- Work with maintenance supervisor to coordinate major projects and updates to facilities
- Coordinate messaging for electronic signs.
- Help with management of State Fair Website and marketing tactics
- **Other Duties as assigned**

**CRITICAL SKILLS**

- Board/Volunteer Management: Must be able to effectively organize and support volunteers.
- Versatility: Ability to multi-task under pressure and fast paced environment.
- Leadership: Cultivates positive environment in which employees excel at achieving the stated goals.

**EDUCATION and/or EXPERIENCE**

College degree in business or accounting preferred, but ample coursework and experience could substitute.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- This position requires effective supervisory skills and the ability to interact the public in sales and problem solving situations.
- Must have strong business presence supported by excellent interpersonal skills that give this individual influence in the community.
- A proven pattern of skillful organization and delegation.
- Position demands a person with a pleasant personality with good internal and external customer service skills.
- Must possess a knowledgeable background of the Fair's operational procedures and policies including software.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to speak in a clear and understandable manner and write legibly.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

**Salary:** Consideration given to both education and/or work experience.

Benefit Package including health insurance, life insurance, dental/vision and 401(K) after one year ; Paid Vacation, Paid Holidays, Sick Leave.