

THE STATE FAIR OF WEST VIRGINIA, INC. (501 (c) 3 nonprofit corporation)

JOB DESCRIPTION

Agricultural Competitions Manager

BASIC FUNCTION

To serve under the direct supervision of the CEO to perform a wide variety of tasks generally associated with the development of agricultural competitions, agriculture education for the general public, and supervision of the livestock and nonlivestock competition process. This position encompasses the annual State Fair of West Virginia and year-round programming opportunities.

Qualifications

Basic knowledge of agricultural practices and understanding of livestock competitions. Some knowledge of educational program development for elementary age students. 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). Basic 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

- Compile information for Livestock and Home Arts and Garden Exhibitors Guides. Implement superintendent recommendations, develop new contests that meet the needs of the fair's constituents, secure contest sponsors, proofing and evaluating printing quotes, and working with printer on printing specifications and delivery schedules.
- Work within a budget process to hire judges, superintendents, announcers, and inspectors for State Fair competitions.
- Manage State Fair scholarship program including distribution of applications, review of such, and award distribution.
- Oversee competitive exhibits display layouts in the WV building. Planning space to allow for proper showcasing of exhibits and necessary seating and aisle space. Must coincide with WV State Agency display needs.
- Update computerized files and manage competitive exhibit computer operations and development of web-based solutions.
- Design a hiring plan for summer staff, develop work schedule and provide guidance /supervision to new hires.
- Process all entry department fees, post all winning data, and oversee printing and distribution of premium checks.
- Oversee volunteer program for West Virginia Building. Includes recruitment of new volunteers and coordinating schedules.
- Serve as liaison for extension agents, vocational agriculture instructors, and fair staff in planning for youth center exhibits.
- To obtain sponsorships and/or grants for special recognitions and awards.
- To promote teamwork and inclusivity through communication and trust.
- To prioritize tasks and allocate resources effectively; streamlining processes to reduce wasted time and ensuring tasks are completed by deadlines.
- To maintain a clean and organized office space to increase productivity, promote health, to retain inventory supplies/records/storage.

Part II: Primary Non-Fair Responsibilities

- Assist with non-fair rentals as needed.
- Develop non-fair activities for agriculture

Other Duties as assigned

Term of Employment - Full Time Position

Work Week: Monday – Friday, with the exception of fair and some non-fair events. Must be able to work flexible hours, particularly in the summer season. Holiday and weekend work are sometimes required. Work schedule for the majority of the year is Monday through Friday. Some travel is required.

Classification: Salaried nonexempt

Pay Range: Consideration will be given to both education and/or work experience. Benefit package that includes vacation, sick time, health insurance, dental/vision and 401 (k) after one year of employment.

To apply, please send cover letter and resumes to Kelly Collins kellyt@statefairfwv.com.