

**Coastal Empire Fair Association
Savannah, Georgia
Position Announcement**

**Facilities and Fair Management for the
Fair Grounds and Coastal Empire Fair**

Full-time position to serve as the manager of the Coastal Empire Fair sponsored by the Exchange Club of Savannah, and the facilities manager and market agent for the Fair Grounds. Must be capable and willing to work both independently and collaboratively with the Board of Directors and officers of the agricultural fair and expo.

Specific duties include but are not limited to:

- Shall serve as the representative of the Fair Association to the carnival providers, recommending contracts, fair dates, ticket prices, and other pertinent matters to the Fair Board for approval.
- Shall prepare a comprehensive annual budget for each activity/ function of the Fair, and all other activities, along with the expenditures from the previous year's activities and functions, presenting these to the President, officers and Fair Board for final approval and amendment.
- Shall collaborate with the Fair Treasurer and appropriate designated officers to operate a system of financial responsibilities for such items as purchases and expenditures.
- Shall secure and supervise all paid employees of the Fair including the resident caretaker. All employment must be with the prior approval of the President, officers and Fair Board and shall be by written contract.
- Shall insure that all buildings and grounds of the Fair are properly maintained and in good order prior to opening of the annual agricultural fair and any other event sponsored by the Coastal Empire Fair Association.
- Shall developed and maintain, with the assistance of the Public Relations Committee, marketing and promotional plans for all fair activities and functions, while actively pursuing sponsors and rentals for the annual fair and fair grounds.
- Shall present to the President, officers and Fair Board an annual report (orally and written) to include the current status and achievements, along with goals and expectations for the next year.
- Shall initiate and develop with selected members of the Board and officers as designated by the current president, strategic three and five plans.
- Shall commence the development of an operational plan for all functions directly responsible to the Fair Board.
- And, any duties and responsibilities as assigned by the President, officers and Fair Board

Qualifications:

- Knowledge and experience in organizing and managing agricultural fairs and expos, and related activities.
- Demonstrated knowledge and experience in preparing and managing budgets, supervising employees, and developing and implementing marketing plans and strategies.
- Demonstrated ability to work collaboratively with divergent persons and groups in the achievement of organizational goals.
- Bachelor's degree in business administration, agricultural education, or related field preferred.
- At least three to five years experience as a fair manager or with marketing and promotions.
- Prior experience with a variety of computer applications and operations.
- Ability to lift a minimal of twenty pounds with undue effort.
- Past experience presenting materials and items to various contingencies, such as civic clubs, industrial groups and potential sponsors.

Application/Compensation:

Salary and benefits are commensurate with experience and expertise.

Interested candidates should submit a letter of application, a current vita, and at least three professional references to:

Dr. Michael Lariscy, Chairman
michael.lariscy@armstrong.edu
Nominations Committee
Coastal Empire Fair Association
102 Kirkby Road
Savannah, Georgia 31419

Fair Manager, Coastal Empire Fair Association

Located in beautiful and historic Savannah, Georgia, the Coastal Empire Fair Association seeks an energetic individual to help lead the Fair Board with the marketing and management of the Coastal Empire Fair and the general fair grounds. In 2009, the Fair Board will celebrate the 60th anniversary of the local agricultural fair. The fair draws in excess of forty-five thousand customs over an eleven-day span. Also, the Fair Grounds are marketed to the community for a variety of activities, such as car and pet shows, movie productions, large garage sales, company picnics, and large galas.

Interested applicants may learn more about the position by visiting the Exchange Club of Savannah web site at www.CoastalEmpire.com . Applicants are encouraged to submit materials electronically or by mail to:

Dr. Michael Lariscy, Chairman
michael.lariscy@armstrong.edu
Nominations Committee
Coastal Empire Fair Association
102 Kirkby Road
Savannah, Georgia 31419

Review of applications will begin September 1st. Prospective candidates may be asked to submit to criminal and credit background checks.