

ARKANSAS STATE FAIR & LIVESTOCK SHOW

GENERAL MANAGER JOB DESCRIPTION

POSITION SUMMARY

The General Manager is responsible for overseeing all business operations, including the management of the assets of the Arkansas State Fairgrounds; hiring, supervision, training, promotion, discipline and termination of employees; leading, planning and organizing all operations of the fair, the fairgrounds and fairground facilities, as well as directing all activities for the promotion, preparation and production of the annual Arkansas State Fair; establishing and maintaining business organization and structure to efficiently conduct the management functions of the Arkansas State Fairgrounds on a year-round basis. The General Manager reports directly to the Arkansas State Fair and Livestock Association Executive Board.

QUALIFICATIONS

Applicants for this position must have knowledge in fairgrounds or large-scale event operations. The applicant must have a bachelor's degree and experience in one or more of the following: business administration, public administration, marketing, public relations, venue management, working in a managerial role and working with a board of directors.

Salary commensurate with qualifications and experience.

KNOWLEDGE, DUTIES AND RESPONSIBILITIES

- Develops and recommends to the board of directors specific, written, long and short-range plans for the development of the Arkansas State Fair and Livestock Association programs and services.
- Negotiates and oversees all contracts related to the fair and activities conducted on the fairgrounds.
- Ensures that ASFLA owned buildings and grounds are adequately maintained.
- Knowledge of workings and operations of the fair, facilities, and special events.
- Communication skills (verbal and written); and ability to communicate clearly and listen effectively.
- Supervisory experience with promoting, planning, and scheduling activities and events.
- Flexibility to work late hours, weekends, evenings, and holidays, in order to serve groups who have rented out the fairground facilities.
- Ability to increase and maintain volunteers.
- A general knowledge of agricultural commodities and the livestock industry.

- Attends and reports quarterly to the Executive Board. Provides written/electronic updates every 6 months to the Board of Governors.
- Attends local, state, and regional meetings which pertain to fair related business.
- Works with Arkansas State Fair CPA on the annual budget and is accountable for expenditures within approved budget.
- Oversees all State Fair and fairgrounds sponsorship efforts and will work to develop new sponsorships.
- Displays values of fairness, cooperation, respect, commitment, honesty, excellence, and teamwork.
- Assures that no gratuities are accepted by anyone, by self, family, or employees, except if as allowed by approved policy.
- Maintains appropriate relations with federal, state, and local government, as well as other professional and service groups in the community.
- Represents the Arkansas State Fair and Livestock Association with professional integrity and conduct.
- Ensures that all fair personnel and volunteers contribute to a good public image.

REQUIREMENTS FOR APPLICATION

- Cover Letter
- Resume
- At least 3 references (name, phone number, and email)

Go here to apply:

<https://www.arkansasstatefair.com/fair/employment-information/>