

ERIE COUNTY AGRICULTURAL SOCIETY
ERIE COUNTY FAIR, HAMBURG, NEW YORK
COMPETITIVE EXHIBITS MANAGER & VOLUNTEER PROGRAM MANAGER
Full-time, Non-Exempt

Job Overview

- Work directly with the CEO and other department Managers
- Encourage and work cooperatively, and communicate effectively with volunteers, staff, and representatives of specific interest groups, and outside service groups.
- Will be responsible for managing and growing the Competitive Exhibits program at the Erie County Fair, including Creative Arts, Ag-Grange, Environment & Sportsmen Building, Historical Building and Woodcarving exhibits, Home Brew and Wine Competition, and any other competition that is created.
- Will be responsible for managing and working with the Friends of the Fair volunteer as the program manager. Responsible for the administrative aspects and the connection between the volunteer group and ECAS.

Competitive Exhibits Manager Essential Functions

- Coordinate the complete schedule of events including activities and demonstrations.
- Plan and develop the entry information, detailing all categories and divisions
- Ensure proper input of categories, divisions and classes through the ShoWorks program.
- Hire, manage and coordinate building superintendents and staff.
- Oversee exhibit intake, display and return, including daily operations of fair-time staff.
- Manage exhibitor relations, field questions, issues, complaints, etc.
- Coordinate the judging and processing of premium checks.

Volunteer Program Manager Essential Functions

- Maintain volunteer database.
- Grow volunteer base through outreach to individuals, community-based organizations, groups, colleges/universities, and corporations as needed.
- Work closely with the Volunteer Coordinators to assess needs.
- Engage with existing volunteers and provide feedback and additional guidance as needed.
- Maintain ongoing communications with volunteers.
- Serve as liaison between ECAS and coordinators/volunteers.
- Plan and execute volunteer appreciation and training activities.
- Schedule volunteers for year-round and fair activities.

Abilities

- Ability to work easily and effectively with a wide range of people and personalities.
- Ability to work both independently and in collaborative environments.
- Excellent verbal and written communication skills.
- Exceptional organizational skills.
- Detail orientated and strong problem-solving skills.

- Ability to plan various events, exhibits and displays.
- Ability to learn quickly and be self-motivated.
- Ability to push/lift 50lbs.

Requirements

Ideal candidate must possess computer skills with working knowledge of Microsoft Office applications a must. A creative mind with an interest and familiarity of creative and hand-crafted arts is required. Excellent organizational skills and communication skills are a must.

To apply send resume to: jobposting@ecfair.org

All applicants are thanked in advance and advised that only those selected for interviews will be contacted.