

**JOB POSTING- September 6, 2022**

## **FAIRGROUNDS DIRECTOR** **GALLATIN COUNTY FAIRGROUNDS**

### **Gallatin County Fairgrounds:**

Gallatin County Fairgrounds (GCF) has been serving the community since 1902 and the first Fair was held on the grounds in 1903. The property was purchased by a group of Bozeman pioneers in 1898 from the University of Syracuse with the express purpose of creating a regional Fairgrounds.

The property is currently comprised of 26 buildings on 78 acres surrounded by the City of Bozeman. Downtown lies a few blocks to the south, Walmart and the major shopping corridor along North 7th is immediately west, major hotels are within the immediate vicinity, and direct access onto I90 is right around the corner.

Historically, the Fairgrounds has served as a gathering place for the agricultural community and as host to the summer and winter fairs. Those roots still play a prominent role at the Fairgrounds today as the Gallatin Valley has grown and urbanized, and other uses and groups of people have become equally as prominent.

Increasingly, sports such as ice hockey, baseball, and the shooting range draw as much interest as 4-H and rodeo. The local 4-H continue to have their year-end shows to finish their projects.

Our recent history shows that the name of our Fair has changed over the years from GallaCo to Gallatin County Fair and in 2016 to Big Sky Country State Fair.

The story of the Fairgrounds mirrors the story of Gallatin County: new and vibrant uses have begun encroaching on the more traditional agricultural uses and some of those agricultural uses have begun to move.

Check out more information at <https://gallatincountyfairgrounds.com>

### **About Gallatin County:**



Located in a sweeping valley in the heart of the Rocky Mountains, Gallatin County is the most populated and fastest growing county in scenic southwest Montana. The County Seat of Bozeman at large encompasses over 50,000 people, yet has a small town feel. Located in a breathtaking Rocky Mountain setting, it is close to world-class downhill skiing, blue ribbon trout streams, Yellowstone National Park, and a multitude of other outdoor activities in the pristine nearby wilderness areas.

Gallatin County covers over 2,500 square miles of mountain lands varying in topography and climate from temperate river valleys to snow-capped peaks and open ranch lands. Nearly half of all the land in Gallatin County is under public ownership by the Gallatin National Forest, the State of Montana, Bureau of Land Management, or the National Park Service.

Gallatin County is large and diverse, featuring everything from the spectacular scenery of Yellowstone National Park (our first National Park) to lush farmland, and a growing economy of high-tech industries. Skiers, outdoor enthusiasts, wildlife watchers, mothers and fathers, business owners, vacationers, ranchers, retirees, students, and many others have grown to love Gallatin County's boundless opportunities.



### **Some of the many benefits offered to full-time and part-time employees:**

**Excellent Medical Health Benefits** – Group health benefits, including dental and vision coverage, are available to eligible County employees. The medical health benefits premium is covered for full-time employees. The County contribution is pro-rated on hours paid for part-time employees. The employee pays the premium portion for dependent coverage. Family health benefits coverage is \$205.00 per pay period.

Medical deductible is \$400 for an individual and \$1,000 for a family.

**Paid Parental Leave (PPL)**- In recognition of the importance of bonding and care of a newborn child or a child placed for adoption, Gallatin County provides 240 hours of PPL to eligible full-time employees. The hours are pro-rated for part-time employees.

**Tuition Assistance**- Because we value the professional and personal development of our employees, Gallatin County is proud to offer reimbursement of certain education expenses.

## **FAIRGROUNDS DIRECTOR**

Under direction of the Deputy County Administrator, the Fairgrounds Director directs and coordinates the operations of the County Fairgrounds, serving the community in an efficient and effective manner; leads the development of the Fairgrounds so it will remain a year-round community asset; develops a strong team; plans, organizes and coordinates all operations of the Big Sky Country State Fair, the Fairgrounds, and Fairgrounds facilities as well as directing all activities for the promotion, preparation, and production of all events conducted on the Fairgrounds. The Director ensures that the Fairgrounds meets the needs of our community and that it will continue to be a cultural, economic, and educational asset to Gallatin County residents and visitors. The Director must be capable of making independent judgments and decisions based upon standard policy or procedures; gaining cooperation through discussion; and fostering a team environment. This position supervises all of the Fairgrounds personnel.

## **FAIRGROUND OPERATIONS AND ADMINISTRATION**

- Plans, directs, and supervises the day-to-day management and supervision of the County's Fairgrounds facilities.
- Directs activities of all department personnel including recruiting, hiring, training, motivating, disciplining, scheduling, evaluating, and terminating as appropriate.
- Develops a network of public support to assist with the development, implementation and production of relatable programming for the annual Fair and year-round use of the facilities.
- Works to continuously enhance Gallatin County Fairgrounds operations and services and ensure it is a safe environment for staff and the public.
- Provides project management for capital and event planning and implementation. Fosters significant citizen participation processes for these projects.
- Identifies the costs, timing, and other key issues involved in meeting Fairgrounds short-term and long-term needs. Performs long-range planning for the Fairgrounds.
- Develops goals, plans, and measurements for the identification and evaluation of Gallatin County Fairgrounds operating and facility needs.
- Ensures or provides effective promotion and marketing efforts.

## **COUNTY FAIR AND SIGNATURE EVENTS**

Directs and coordinates the preparation and operations of the annual Big Sky Country State Fair event and other Fairground organized events that serve as revenue generators for the Fairgrounds, including but not limited to: identify, negotiate and coordinate entertainment at the Fair; supervise solicitation of sponsorships, donations and other marketing functions; oversee vendors, judges, exhibitors, and entertainment; recruit, work with and manage superintendents, volunteers, and community organizations; negotiates contracts with vendors and works with the County Commissioner to determine fees; receive and resolve complaints; oversee ticket sales, record-keeping and prize payment systems; supervise preparation and publication of public relations and informational materials; supervise compliance of Fair operations with legal, insurance, environmental and security regulations; and receive user and public requests for grounds or building use.

## **BUDGET**

- Develop and recommend revenue and expense budgets to the Board of County Commissioners and administer the budget within the parameters adopted by the Board.
- Recommend plans for capital improvements, including land development in conjunction with long-range master plans.
- Identify and develop new revenue streams in alignment with Commission goals.

## **MINIMUM QUALIFICATIONS:**

This position requires knowledge of or ability to acquire knowledge of: Montana Code Annotated and County and City regulations relevant to Fairground operations; County policies and procedures; Fairgrounds procedures; safety, risk management and security regulations, requirements and best practices; facilities operations; personnel management; project management; volunteer management; oversight of contracts and contracted employees; facility and event marketing and promotions; event planning; budget development and management; communications; an understanding of the agricultural industry including the farm and ranch business, youth organizations and competitive livestock events; comprehension of physical plant operations including new building development, grounds improvements, capital improvements, safety and security means, resource procurement, and technology; use of personal computers

and standard business applications; capital project planning; land use planning; master plan development; entertainment and venue management.

**EDUCATION & EXPERIENCE:**

The required knowledge, skills and abilities are typically acquired through an education and experience equivalent to a bachelor’s degree in agricultural or a business-related field plus three to five (3-5) years related work experience in business administration, public administration, marketing, public relations, venue and/or entertainment management, and personnel management.

**Licenses and Certifications:** Applicants for this position **must possess a valid driver’s license**, provide own transportation to conduct out of office job duties (mileage reimbursement provided under the County policy), and to be insurable under the County’s liability policies.

**As a condition of hire, the final candidate will be required to successfully pass a criminal history check and background investigation.**

For application consideration, the following documents are required to be submitted when you apply online at <https://www.governmentjobs.com/careers/gallatinmt/jobs/3718579/gallatin-county-fairgrounds-director?page=3&pagetype=jobOpportunitiesJobs>:

- Cover Letter
- Resume
- Three (3) work references

Gallatin County is an equal opportunity employer. All applicants will be considered for employment on the basis of merit and qualifications without regard to race, color, religion, creed, political ideas, sex, sexual orientation, gender identity, age, marital status, national origin, or physical or mental disability.

**CLOSING DATE:** Post Until Filled  
**CONTACT:** Nicole “Cola” Rowley, Deputy County Administrator, (406) 582-3047  
**APPLY AT:** <https://www.governmentjobs.com/careers/gallatinmt>  
**JOB LOCATION:** Gallatin County Fairgrounds, 301 N Black, Bozeman, MT 59715  
**SALARY:** Grade 30: \$80,912 - \$98,633.60 annually DOE, plus Excellent Benefits.  
**WORK HOURS:** Full-Time, Position will be required to work all shifts to include days, evenings and weekends, depending on the event schedule; 40 hours per week, except during July, shifts will be extended. Hours to be discussed at interview.