

## **Gwinnett County Fair**

### **Assistant Fair Manager Position**

The Gwinnett County Fair is seeking qualified candidates for the position of Assistant Manager. The Gwinnett County Fairgrounds is a privately-owned event venue in Lawrenceville, Georgia, and the home of the annual Gwinnett County Fair.

The fair attracts over 100,000 visitors and is considered one of the largest fairs in Georgia. The fairgrounds property is owned by the Gwinnett County Livestock and Fair Association which hosts numerous events and activities throughout the year. The Gwinnett County Livestock and Fair is a non-profit, 501(c)3 charitable organization dedicated to the preservation of the agricultural history of Gwinnett County and the education of its citizens.

The Gwinnett County Livestock and Fair Association is dedicated to the education of children and adults in the many facets of agriculture and its importance in people's lives. It is the hope of this fair association that through the fair, children of all ages can embrace the future of agriculture as well as the fun that is the fair.

The desired Assistant Fair Manager candidate must have strong organizational, interpersonal, and communication skills. The individual will be responsible for assisting the Fair Manager in the daily operation of the fairgrounds, assist in reservations and service to the facility rental groups, and preparing for the annual Fair in September. The Assistant Fair Manager will coordinate all social media and maintain the web site.

This is a full-time position scheduled daily from 8:00 a.m. to 4:30 p.m. Monday through Friday. The Assistant Manager must be available to work weekend events on a rotating schedule and available to work extended hours during the annual fair in September.

#### **Major responsibilities:**

- Oversees all fair and non-fair activities including facility rentals. Supervises, instructs, and manages employees, as directed by manager.
- Organizes and maintains an efficient cost-effective administration of the Gwinnett County Livestock and Fair, Inc.
- Maintain all records for rental clients and fair vendors including receipt of payments, contact information, and camper space usage.
- Coordinate and create all social media content.
- Maintain website structure to include up to date information on the pages and calendar.
- Assist Fair Committees in preparing and recommending budget items.
- Attend and participate in a wide variety of fair related committee meetings, and conferences.
- Studies and keeps informed of developments in the Fair and Exposition field.
- Perform all other duties and functions that are necessary or incidental as directed by the Fair Manager.

#### **Basic Job Knowledge and Skills:**

- Excellent oral and written communication skills, with the ability to effectively communicate with a wide variety of stakeholders.

- The capacity for decision making and implementation of policy coupled with knowledge of principles and techniques of management as applied to fair and non-fair activities.
- The ability to effectively work with, advise, and inform the Board, the media, and the general public.
- A working knowledge of modern principles and practices of purchasing and control.
- Have knowledge of technology including, social media platforms and website maintenance.
- Have knowledge of the standards and methods of planning, equipping, and maintaining the fairgrounds.
- The ability to organize and instruct groups of temporary employees for a variety of duties that occur during the operation of the fair, and grounds.
- The ability to be tactful, yet firm, in enforcing compliance with laws, ordinance and rules that apply.
- Have knowledge of grounds and building and maintenance practices.
- Knowledge of managerial and budgetary principles.
- Project management principles; to include administering operating and capital improvement budgets.
- Well organized with the ability for prioritizing and assigning work.
- Operating a computer and applicable software; Microsoft Office Suite, QuickBooks, etc.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the public, etc. sufficient to exchange or convey information and to receive work direction.
- Developing and implementing goals, objectives, policies, and procedures.
- Assist in managing operations, contract, projects, policies, procedures, and practices.
- Create various reports detailing section operations.
- Conduct annual performance evaluations on all staff as directed by the Manager.
- Provide direction, assign duties, and supervise all staff as directed by the Manager.
- Professionally hand negotiating and mediating conflicts.
- Must have the ability to work nights and weekends as needed.
- Ability to work independently on assignments related to conducting research and coordinating activities.

**Preferred Qualifications:**

- Bachelor's degree in Business management, Communications, or related field
- Three years of work experience managing facilities & events, supervising employees & volunteers, and managing website & social media
- Prefer work experience in Fair operations and event coordination/promotion and facility marketing

**Compensation:**

- Annual salary of \$55,000-\$60,000
- Paid medical insurance
- Two weeks vacation and nine paid holidays

To apply, send a resume and references with cover letter to Todd Teasley, Fair Manager at [gwinnettfair@gmail.com](mailto:gwinnettfair@gmail.com) or to Gwinnett County Fair, P.O. Box 1352, Sugarloaf Parkway, Lawrenceville, Georgia 30046