



## Expositions Administrator

**Salary:** \$58,000 to \$63,000

**Work Address:** 937 Phillips Lane, Louisville, KY 40209

### KENTUCKY EXPOSITION CENTER

937 Phillips Ln  
Louisville, KY 40209  
Phone: 502.367.5000

### KENTUCKY INTERNATIONAL CONVENTION CENTER

221 S Fourth St  
Louisville, KY 40202  
Phone: 502.595.4381

[www.kyvenues.com](http://www.kyvenues.com)

Kentucky Venues' two major convention and exposition facilities – the Kentucky Exposition Center and the Kentucky International Convention Center – work with regional, national and international clients to host world-class events. Kentucky Venues also produces signature events annually: Kentucky State Fair, World's Championship Horse Show, National Farm Machinery Show, Championship Tractor Pull, North American International Livestock Exposition, and the North American Championship Rodeo.

### **Kentucky Exposition Center:**

The Kentucky Exposition Center is one of the largest exposition facilities in North America. It hosts some of the world's most recognized events and trade shows with 1.2 million square feet of contiguous meeting space. There are 54 flexible meeting rooms, two arenas and 300 acres of outdoor exhibit and demonstration space which is all highly configurable to the specific needs of our clients.

Work schedule can include nights, weekends and holidays as schedules require. Benefits include life, health, dental and vision insurances, free parking, paid personal and sick leave, and state employee pension.

### **Job Description:**

The Expositions Administrator is responsible for the overall operations of the Expositions Division. The Expositions Division is responsible for the coordination, execution and management of the Kentucky State Fair, World's Championship Horse Show, National Farm Machinery Show, Championship Tractor Pull, North American International Livestock Exposition and the North American Championship Rodeo. The Expositions Manager will work directly with existing clients and be assist in prospective sales, generating sponsorship leads and expanding existing Venue business. This position will provide key client and partner communication, and be responsible for ensuring quality execution of Kentucky Venues owned events.

### **Essential Functions:**

- Manage the day to day activities of the Expositions Division, including sales and sponsorships, event programming and management;
- Prepare written proposals; evaluate potential business value of various sponsors and clients; initiate contractual arrangement; finalize all arrangements; negotiate rates as required;
- Conduct facility tours for potential clients and partners; address questions and provide information regarding facility specifications and capabilities;
- Serve as a liaison to other departments, as well as external partners; establish and maintain effective working relationships and negotiate and resolve significant and controversial issues;
- Provide responsible staff assistance to the General Manager and prepare staff reports and other related correspondence;

WE SET THE STAGE. YOU STEAL THE SHOW.



- Effectively manage and lead a staff of eleven professionals and a number of interns;
- Assist in planning promotional projects; assist in coordinating focused marketing programs; develop strategies to attract new markets and clients;
- Respond to sensitive inquiries; address customer feedback with a solution-driven approach;
- Apply administrative and departmental policies and procedures;
- Participate on organizational and industry committees; attend and participate in professional meetings and conferences; stay abreast of industry trends and innovations;
- Perform other related duties as required by management.

**Physical Demands (employee must be able to perform with or without reasonable accommodations):**

- use telephone and e-mail to clearly communicate with clients and staff;
- frequently communicate in person to staff, clients, lessees and general public;
- spend major portion of time using computer for communications, booking, arranging travel, etc.;
- work nights, weekends, holidays and extended hours as needs arise;
- in-state and interstate travel for meetings to promote venue and meet clients;
- access all venue areas to be familiar with events and prospective layout options.

**Work Environment and Hours of Work:**

- generally work a M-F 8a-5p schedule, frequently required to be onsite for client assistance;
- required to travel out of state to attend trade shows and other events for generating client business;
- high noise work environment during events and concerts;
- medium to high pressure sales environment in order to deliver needs as requested or contracted;
- must have reliable transportation in order to be onsite prior to client meetings.

**Knowledge, Skills and Abilities:**

Knowledge of

- livestock shows and expositions
- livestock judging contests
- preparing livestock show results
- customer and personal service principles and processes including needs assessment, meeting quality standards for services and evaluation of customer satisfaction;
- English language structure and content including meaning and spelling of words, rules of composition and grammar;
- staff supervision, training and performance evaluation;
- communication and dissemination techniques and methods;
- administrative and clerical procedures and systems such as word processing, managing files and records, transcription, designing form, and other office procedures and terminology;
- federal, state and local laws, codes and regulations relative to events, production and public assembly.

Skilled in

- working collectively as a team member as well as able to take initiative in tasks while working alone;
- active listening, reading comprehension, critical thinking and active learning in order to coordinate services with lessees, clients, customers, patrons and staff;
- service orientation in order to provide outstanding customer service in executing events;
- complex problem solving and judgement/decision making in order to properly monitor sponsored events;

- meeting high customer service standards and maintaining effective client relations;
- public relations; oral, written and interpersonal communication; public speaking; contract negotiation; program planning, and auditing.

Able to

- maintain constant attention to precise details and accuracy in communicating and implementing specified standards and directives;
- demonstrate effective leadership skills and to direct, motivate and foster collaboration and recognize and resolve conflicts;
- conduct self in a professional and composed demeanor;
- comprehend oral, written and non-verbal communication;
- visually comprehend event details and deduce what is missing or problematic;
- prioritize tasks and responsibilities with in specified time constraints;
- function effectively in moderate to high-pressure situations.

**Education and Experience:**

Bachelor's degree in agriculture management, business management, or a related field required.

At least two years' experience in event management or agriculture show management is preferred.

Minimum three years' supervisory experience is required.

**Additional Requirements:**

Applicants and employees in this job title may be required to submit to a drug screening test and background check.

**Application Process:**

Interested applicants should email a cover letter, résumé and at least 3 professional references to:

Kevin Moore, General Manager of Kentucky Exposition Center

Kentucky Venues

[kevin.moore@kyvenues.com](mailto:kevin.moore@kyvenues.com)

The subject line of the email shall state "Expositions Administrator Vacancy".

*Kentucky Venues is governed by the Kentucky State Fair Board.*

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMODATIONS ARE PROVIDED UPON REQUEST.*