

Fair Manager -

The Linn County Fair

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Central City, IA 52214

Under general direction of the Linn County Fair Board, the Fair Manager directs and coordinates the operations of the Linn County Fairgrounds serving the Linn County community in an efficient and effective manner; implements policies adopted by the Fair Board including the development of the Fairgrounds so it will remain a year-round community asset; is responsible for leading a strong team, planning, organizing and coordinating all operations of the Fair, the Fairgrounds and Fairgrounds facilities, signature events and other events organized by the Fairgrounds and ensure the Fairgrounds will meet the needs of our community and insure it will be a cultural, economic and educational asset to the Linn County residents. Position must be capable of making independent judgments and decisions based upon standard policy or procedures; gaining cooperation through discussion and persuasion; and fostering a teamwork environment.

EDUCATION, EXPERIENCE AND TRAINING

- **Minimum Education:** Bachelor's Degree preferred or equivalent combination of education and experience.
- **Special Training or Experience:** Business communications, office management, basic accounting, and computer training and experience are highly desirable. Completion of Institute of Fair Management desirable. Prior fair or event planning experience desirable.

KNOWLEDGE, SKILLS AND ABILITIES

- Quick learner
- Ability to attend all monthly The Linn County Fair Association board meetings, held on the 2nd Tuesday of each month.
- Ability to attend the 5 day Annual Linn County Fair held beginning the 4th Wednesday every June.
- Flexible schedule with availability to work some weekends
- Strong organizational skills
- Detail oriented individual
- Ability to lift 50 lbs
- Knowledge of management principles and practices.
- Skill in utilizing problems solving strategies.
- Ability to write reports with sufficient detail to enable the reader to identify and understand all pertinent facts.
- Knowledge of current technological capabilities and applications, including efficient in the Microsoft Office Suite of products.

- Ability to establish and maintain effective working relationships with other professionals, subordinate employees, media, other organizations, Board members, other advisory councils and the general public.
- Promoting the fair and ensuring maximum year-round utilization.

DUTIES AND RESPONSIBILITIES

- 50% of time: Oversees and/or coordinates all aspects of the fairground's operations including administration, marketing, event scheduling, and facilities maintenance.
- 10% of time: Develops and administers the fair's budget; forecasts funding required for staffing, equipment, materials, and supplies; monitors expenditure.
- 10% of time: Oversees purchasing functions and plans; coordinates and directs capital improvement activities.
- 10% of time Maintains the Fair Board's official files. Responds to all incoming and outgoing correspondence on behalf of the Fair Association as needed.
- 20% of time Oversees and/or coordinates all aspects of the Fair's Partnership Program.

Job Type: Full-time

Salary: \$20,000.00 to \$25,000.00 /year

Experience:

- sales: 1 year (Preferred)
- Fair Industry: 1 year (Preferred)
- Event Planning: 1 year (Preferred)

Education:

- Bachelor's (Preferred)

Work authorization:

- United States (Required)

Additional Compensation:

- Commission
- Bonuses

Work Location:

- One location

Benefits:

- Flexible schedule

This Job Is:

- A job for which all ages, including older job seekers, are encouraged to apply

Schedule:

- Monday to Friday
- Weekends required
- 8 hour shift
- Other

Company's website:

- thelinncountyfair.com

Company's Facebook page:

- <https://www.facebook.com/thelinncountyfair/>

Resumés can be sent to info@thelinncountyfair.com.