



Position Title: Exhibits & Education Director (Deputy Manager II)	FLSA Status: Exempt
Reports to: Chief Business Development Officer	Direct Reports: Exhibit & Education Supervisor Heroes Hall Supervisor
Wage Range: \$6,403.00 – \$7,954.00 per month, plus \$960.45- \$1,193.10 Recruitment & Retention Differential	
Position Purpose: Provides direction, leadership and guidance for the fair-time competitive programs and oversees the design and décor planning and execution of the annual OC Fair and other self-produced events at OC Fair & Event Center. Competitive programs include Culinary, Home Arts, Visual Arts & Woodworking, Youth, Wine, and Beer, as well as feature, theme and community exhibits. Directs supervisor and staff in the year-round operation of Heroes Hall Veterans Museum. Works collaboratively with Agriculture Programs department.	
Essential Functions: <ul style="list-style-type: none"> • Provides functional guidance to department staff and supervisors by establishing, monitoring and enforcing policies and procedures. • Supports public educational events and exhibits programs. • Communicates effectively with staff, peers, and executive management through regular meetings, status reports and electronic channels. Recommends and champions department process improvement initiatives to increase productivity. • Identifies, recommends and implements new programs, exhibits, volunteer training methods, educational methods and curricula as related to and in support of OCFEC’s mission statement and programming goals. • Establishes and maintains successful relationships with the exhibitors, non-profit agencies, program participants, program partners, educators, contractors and volunteers, and ensures the highest level of customer satisfaction. • Keeps up-to-date on programming, exhibits, design, education and event trends affecting functional areas to increase innovation and maintain relevance of programming and the property. • Hires, trains, develops and appraises staff effectively to ensure individual, departmental and organizational goals, objectives and work product are met in a timely, consistent and professional manner. • Provides timely and effective performance feedback and coaching to ensure staff are working to accomplish individual and departmental tasks within their specified time frame in a consistent and professional manner. • Takes corrective action as necessary on a timely basis and in accordance with company policy. Consults with the Human Resources Department as appropriate. • Creates and manages departmental budgets and oversees expenses in a fiscally responsible manner and in adherence to organizational budgetary guidelines and objectives. • Oversees contracts and agreements in accordance with organizational standards, processes and procedures to ensure all terms are met. <p>This document in no way implies that these are the only duties to be performed by the</p>	



employee occupying this position.

Desired Qualifications:

- 5-7 years of increasingly responsible experience leading a facility or department focused on the design and execution of public exhibits and programs.
- Knowledge of fair and exhibit programs that educate the public and accomplish the organization's mission related to celebration of the community's interests and heritage.
- Knowledge of fair competitive programs to ensure they are developed, planned and presented in accordance to state and local guidelines, and to preserve the integrity of these traditional programs.
- Knowledge of the trends in exhibits and events outside fair industry (e.g. museums, galleries, entertainment facilities, educational centers).
- Knowledge of the operational aspects of large and small scale community events and planning in order to offer programs that are relevant and meaningful to the public.
- Knowledge of the logistics and operational elements of exhibit, event and program set up.
- Knowledge of the skill and expertise that employees, contractors and partners need to have to set up exhibits, programs and events in order to direct others toward meeting established goals.
- Knowledge of Microsoft Word, Microsoft Excel and Microsoft Outlook used to prepare clear and concise reports, correspondence, budgets, schedules, plan meetings, etc., as well as to communicate with staff, partners and the public.
- Knowledge of managing employees, administrative techniques and best practices to effectively evaluate, coach, counsel, document and develop the skills of personnel.
- Skill in exhibits planning and management in order to present professional, well organized exhibitions in a safe and secure manner in accordance with all safety regulations.
- Skill in planning and organizing exhibit and event layouts for the most optimal and safe presentation for exhibitors, staff and the public.
- Skill in establishing realistic and effective timelines for staff related to event and exhibit planning and execution.
- Ability to make recommendations for capital improvement and major projects.
- Ability to properly write by hand or by use of a computer in the English language (e.g. grammar, punctuation, sentence structure, spelling).
- Ability to be flexible and change programs and procedures as needs and situations arise.
- Ability to work collaboratively, professionally and effectively with employees, peers, partners, exhibitors, and contractors to build and maintain effective relationships.
- Ability to remain calm under pressure.
- Ability to diffuse negative situations and conflict in a professional manner.
- Ability to respect, uphold and preserve the traditional values of the Fair while seeking and adding new and innovative exhibits, procedures, events and programming in order to remain relevant to the individual communities served.
- Personal characteristic of embracing and positively promoting organizational



<p>initiatives, events and programs.</p> <ul style="list-style-type: none">• Personal characteristic of being a positive role model, team player and organization representative.• Personal characteristic of a willingness to work outside the normal business day/week as demanded by events and programs.
<p>Preferences:</p> <ul style="list-style-type: none">• Bachelor's degree or equivalent experience in design, art or exhibit related field of study.• Knowledge of ShoWorks or similar competitive exhibits management software.• Possess a valid California Driver's license• Familiarity with the layout and facilities of the OC Fair & Event Center is helpful
<p>Physical Demands:</p> <p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is required to walk; use hands and fingers to operate, handle, or feel objects, tools, or controls; and reach with hands and arms.</p> <p>The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.</p>
<p>Work Environment:</p> <p>Will work in a fast-paced environment, both indoor and outdoor locations. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>The noise level in the work environment is usually moderately quiet, however louder noise levels may be experienced during outdoor events and when in larger event buildings.</p> <p>The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Will be required to perform other duties as directed, requested or assigned.</p>
<p>Will be required to perform other duties as directed, requested or assigned and is subject to change.</p>

To Apply

To apply for the Exhibits & Education role you must complete a state application: <https://bit.ly/3EAYmgv>. It's recommended to attach a resume to your application. **Applications submitted through the OC Fair & Event Center's employment page or LinkedIn will not be considered because they do not meet the state requirements.** To ensure that your application is valid, follow these directions.

Options to submit your application

By mail:

Mail your application with a copy of your resume to Bianca Kulback, Human Resources Director. Our address is 88 Fair Drive, Costa Mesa, CA 92626.

Online:

Visit CalCareers, <https://bit.ly/3no2Znm>. Click "apply now" at the top of the webpage. Next, click "I have eligibility" even if you don't have eligibility. You do not need eligibility to apply, however the CalCareers website will not allow you to proceed with the application unless you click "I have eligibility." Please also upload a resume.

Via fax:

Fax your application to (714) 708-1936. Be sure to include a copy of your resume.

If you have any questions or concerns call (714) 708-1563 or email humanresources@ocfair.com.