

The Saunders County Ag Society is currently searching for a Fair Grounds Manager who is committed to the continuous growth of our 4-H programs and entertainment for our Saunders County Fair! Ideal candidates must have previous marketing experience, an out-going personality, possess the ability to multi-task, and have a take-charge, can-do type attitude!

**Responsibilities for Fair Grounds Manager include, but are not limited to, the following:**

- Communicate with radio and newspapers on upcoming events
- Maintain website and manage social media accounts
- Market new perspective events to drive revenue
- Manage ticket sales throughout the year
- Provide tours of the fairgrounds and rental spaces to all inquiring customers
- Record and maintain expenses, purchases, and sales
- Manage building rentals and camper contracts
- Coordinate volunteers for events
- Organize vendors for events
- Set up/tear down ticket office
- Attend Ag Society Meetings
- Review insurance policies and other contracts
- Collect sponsorships from area businesses/supporters
- Other responsibilities as listed on Attachment A

**Qualifications, Skills, and abilities for Fair Grounds Manager:**

- Able to work independently
- Superior attendance record
- Proficient with Microsoft applications (Word, Excel, Outlook)
- Excellent attention to detail with a commitment to quality
- Ability to problem-solve, meet deadlines, and multi-task in a fast-paced environment
- Knowledge of web navigation

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**Additional Information:**

Job Type: Full Time  
Pay: \$35,000 - \$45,000 yearly salary, with annual bonus for growth  
Location: Required on site during busy season, flexible in the off season  
Schedule: Hours will vary; spring and summer months will require more hours in a work week than fall and winter months.  
Education: Highschool diploma/GED required; Bachelor's degree in Business, Marketing, or Agriculture preferred.

Interested candidates – please submit your resume to [info@saunderscountyfair.com](mailto:info@saunderscountyfair.com). If you have questions, please contact Ag Society President Kris Kavan (402-505-1189).

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Saunders County Ag Society is an  
Equal Opportunity Employer and Affirmative Action Employer.

## Attachment A

- Sponsorship management and marketing
- Bookkeeping
- Picking up and sorting mail
- Assist in keeping all interior and exterior portions of facilities clean
- Mowing
- Possible use of light machinery
- Working with vendors
- Handling phone calls
- Understanding and reviewing insurance policies
- Manage ATM during fair
- Assist amusement association in scheduling volunteers
- Establish more efficient strategies to the work place
- Search for opportunities to grow and try new things
- Research grant opportunities