



# Washington County Fair Board

115 East Central Blvd, P.O. Box 405, Cambridge, Idaho 83610

<https://www.co.washington.id.us/216/Fair>

washingtoncountyfair.idaho@gmail.com - 208-257-3773

## JOB POSTING

### Washington County Fairgrounds Manager

Applications Due by December 20, 2023 - Interviews January 2024

The Manager for the Washington County Fairgrounds and Fair Board keeps the Fair Board informed of all events and needs of the Washington County Fairgrounds. The job includes but is not limited to the following:

- Pay bills and keep board up to date on money available and spent.
- Gather information and prepare for annual Budget; due in May
- Prepare Agenda and Minutes
- Fair:
  - ◆ Fair Book
  - ◆ ShoWorks: Update entries, dates, and web entry system
  - ◆ Coordinate Exhibit Hall decorations and setup with maintenance and volunteers
  - ◆ Coordinate Open Class Entries, Classes, Superintendents, Judges, and Judging
  - ◆ Open Class Awards & Ribbons: Solicit, Collect, and Distribute Extra Awards & record premium winnings
  - ◆ Pay all Fair related expenses (Judges and Contract Labor)
  - ◆ Oversee the Exhibit Hall Monday thru Wednesday
- Sale:
  - ◆ Pre Sale Marketing
  - ◆ Clerk the Sale
  - ◆ Accounting for Buyers and Sellers
  - ◆ Collections and Distribution of Sale dollars
- Rentals:
  - ◆ Schedules all events at the Fairgrounds and keeps the calendar up to date.
  - ◆ Completes rental contracts for all rentals: Exhibit Hall, Skating, Winter Storage, and camping.
  - ◆ Coordinate RV camping at the fairgrounds for Hells Canyon Days and the rest of the year
- Attend Quarterly Commissioners Meetings
- Oversee janitorial service at the fairgrounds
- Schedule and prepare slides for the LED Reader Board sign on fairgrounds
- Assist in communication and bookkeeping for RV Storage
- Keep Facebook up to date
- Look for Grants and Donation Sources for Improvement Projects
- Provide line of communication between Fair Board - Extension - Commissioners

### Skill Set

- Quick Books Online and Payroll
- Microsoft Office Suite: Publisher, Word, and Excel
- ShoWorks

### Compensation

\$900 to \$1200 monthly

### Application

- Please mail applications to: PO Box 405, Cambridge, Idaho 83610 - Postmarked by December 20, 2023
- Email applications to: [washingtoncountyfair.idaho@gmail.com](mailto:washingtoncountyfair.idaho@gmail.com) - Emailed by December 20, 2023
- Call 208-257-3773 to make in person arrangements by December 20th.