

## **Position - Fairgrounds Manager**

### **Reports to Texas County Fairboard**

#### **Duties**

- **Manages all aspects of the fairgrounds operation**
  - Activities held at the fairgrounds
  - Annual fair
  - Maintenance and physical improvement of facilities
  - Office
  - Assigned personnel (hiring part time labor when needed)
  - Cleanliness and upkeep of facilities
  - Other duties as assigned
- **Accounting**
  - Monthly financial report
  - Fiscal reports as required by law
  - Keep track of estimate of needs
  - Receipts
  - Ensures all proper licenses, permits, tax forms, and financial forms are filed
- **Planning**
  - Coordinates and schedules the leasing of the fairgrounds
  - Compiles copies of reports and puts in binder for public access
  - Attends meetings of the board
- **Marketing**
  - Markets the fairgrounds for year-round events
  - Completes sponsorship agreements to secure additional resources for the fairgrounds
  - Produces income from operations through rental of space, equipment and facilities

#### **Skills**

- Computer (software, word, excel,etc)
- Marketing and promotion
- Planning and organizing
- Personnel and facility management
- Public relations
- Journalism
- Communication with board and the public

#### **Qualifications**

- Must be able to pass a background check and drug test
- Valid driver's license
- Must be able to move/carry heavy objects (50+lbs)
- Basic maintenance knowledge

## **Job Opportunity**

The Texas County Fair Board is now accepting applications for Fairgrounds Manager. Applications can be printed from [www.Texas.OkCounties.org](http://www.Texas.OkCounties.org) or picked up in the County Clerk's Office. Submit all applications to the County Clerk's Office located at 319 N. Main St, Suite 202, Guymon, OK.

Salary: Approximately \$30,600 – \$35,500 depending on experience according to the Texas County salary schedule.

For questions contact:

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