



Washington
STATE FAIR
EVENTS
CENTER[®]

**CHIEF VENUE
OPERATIONS OFFICER
OPPORTUNITY**



WHO WE ARE

Located in the shadow of Mt. Rainier, the Washington State Fair Events Center features a campus-like setting for year 'round use. Trade shows, conventions, workshops and special functions are ideal events housed in this state-of-the-art Puyallup, Washington venue. The 165-acre setting offers ample parking for attendees, easy freeway access, and stress-free logistics for event promoters. The events center hosts 129+ events throughout the year.

Started in 1900, the Washington State Fair is the largest fair in the state and in the Pacific Northwest, and one of the biggest in the world. The 20-day fair starts the Friday of Labor Day, and welcomes more than a million guests who enjoy top-name entertainment, animals and agriculture, feature exhibits, shopping, the arts, food and rides. Additionally, each April the Washington State Spring Fair is held over two weekends featuring animals, agriculture, shopping, free entertainment, food and rides.

In addition to the fairs, the Washington State Fair Event Center produces Oktoberfest Northwest in October, The Taste Northwest in July, and Holiday Magic in December. Oktoberfest Northwest is the largest Munich-style celebration at a venue in the state and features three days of great food, drinks, entertainment and activities for all ages. The Taste Northwest is a three-day extravaganza welcoming a diverse array of restaurants, food trucks, and entertainment for all ages. Holiday Magic is a festive winter experience filled with lighted displays, ice skating, live nativity animals, festive food and drinks, rides, a night market a more!

The Washington State Fair is a private non-profit 501(c)(3), with nearly 1,100 shareholders who are responsible for electing the Board of Directors.



SUMMARY

The Washington State Fair is seeking a dynamic individual to provide leadership and drive efficient operations of the organization. The Chief Venue Operations Officer (CVO) must be a skilled communicator, effective leader and driven business person who can spur company growth, maintain key operational procedures, create new processes, increase the overall efficiency of the organization, and ensure day-to-day operational excellence.

The CVO reports to the CEO and is a key member of the executive leadership team. The leadership team consists of the Chief Executive Office, Chief Financial Officer, Chief Venue Operations Officer, Chief Experience Officer, Chief Growth Officer and Chief Revenue Officer. In collaboration with the Board of Directors, the executive leadership team is responsible for delivering programs and services in support of our Mission, Purpose and Values.

Mission - We provide Washington's home to gather and celebrate for generations to come.

Core Purpose - To celebrate life in Washington.

Core Values - Education, Family and Fun.

ESSENTIAL JOB DUTIES

- Provide leadership that aligns with the organization's business plan and overall strategic vision.
- Collaborate with executive team members in creating, growing and building a first class, industry leading organization.
- Oversee capital projects, maintenance, facility rentals (logistics) and venue specific departments including parking, landscape and sign shop ensuring goals are met.
- Foster a dynamic and collaborative work environment to engage employees and develop empowered work teams.
- Direct, drive and manage the campus-wide infrastructure including WiFi, cameras, telephone, sound and video.
- Responsible for the Fair's safety and security including insurance and risk management.
- Oversee carnival operations.
- Primary contact for rental management company.
- Research and recommend solutions for storage, transportation and sustainability initiatives.
- Oversee facility's ADA requirements and compliance.
- Drive company results from both an operational and financial perspective working closely with the CEO and other executive team members.
- Work closely with leadership team to create, implement plans for operational processes, internal infrastructures, reporting systems and company policies all designed to foster growth, profitably and efficiencies within the company.
- Works with CEO and executive team on budgeting, forecasting and resource allocation programs.
- Work with CEO and executive team to assess and develop budget for facility maintenance and short-term capital needs.
- Work with CEO to develop and prioritize long-term capital expenditure needs to support organization's master plan.
- Create effective measurement tools to gauge the efficiency and effectiveness of internal and external processes.
- Provide accurate and timely reports outlining the operational condition of the company.
- Adhere to company, federal, state, and local business requirements, enforcing compliance and acting action when necessary.
- Attend monthly Board meetings.
- Attend and contribute to various Board committees.
- During peak activity time, additional hours and periods of no days off are required.

IDEAL QUALIFICATIONS

- Bachelor's degree in Business Administration or related degree
- Courses or experience in Facility Management, Master Planning, Human Resources, Finance & Law, Process Improvement, Project Management, Employee Engagement are highly desired
- Experience in construction management, highly desired
- Experience working in Fair, Event or Campus Environment Leadership roles
- Minimum of five or more years of experience in executive leadership positions
- Leadership skills, with steadfast resolve and personal integrity
- Solid grasp of data analysis and performance metrics
- Ability to diagnose problems quickly and foresee potential issues
- Action and results oriented
- Improvement focused-minded
- Ability to effectively communicate with employees at all levels
- Understanding of local and state laws and regulations
- Strategic thinker with ability to forecast and navigate changes and trends
- General knowledge of Microsoft Office and other related programs

COMPENSATION & BENEFITS

The Washington State Fair offers competitive compensation, which includes a comprehensive benefits package.

HOW TO APPLY

Please email cover letter and resume to cvosearch@thefair.com no later than March 29, 2023.

Executive Recruiter information: Kevin B. Dull, from KBD Consulting is leading the search for this role. In addition to your cover letter and resume, the application process includes a psychometric assessment provided by eRep.com. The assessment is part of the application process and meets our desire to gain a better understanding of applicants for this role. If you have any questions about the process, please contact Kevin at kevin@kbdull.com.

