
Sales & Show Manager, Agriculture and Livestock(Job Id 25124)

Location: Statewide, SD

Post Date: 11/02/2023

Agency: Agriculture & Natural Resources

Close Date: 11/30/2023

Employment Type: Permanent Employee

Salary: 69,760.08-95,000.00 US

Description

PLEASE ATTACH THE ADDITIONAL REQUIREMENTS LISTED AT THE BOTTOM OF THIS PAGE

Job ID: 25124

Agency: Department of Agriculture and Natural Resources - State Fair

Location: Statewide

Salary: \$69,760.08 to \$95,000 annually, depending on experience

Pay Grade: GL

Closing Date: 11/30/2023

This is a full-time position with the South Dakota State Fair. For more information on the South Dakota State Fair, please visit <https://www.sdstatefair.com/>.

The mission of the South Dakota State Fair Park is a multi-purpose, year-round facility focusing on agricultural, equestrian, youth, cultural, and community events that are family friendly and showcase the best of the great state of South Dakota.

What you will do:

This position is responsible for the leadership, marketing, and ownership of venue rental sales at the DEX (Dakota Event CompleX), while serving as the liaison with clients throughout the duration of events. This includes private and public events of varying size on the national, state, regional, and local levels. Event types include demonstrations, exhibits, farm shows, equine, rodeo, and livestock shows.

This work involves:

- promoting South Dakota and its facilities as preferred venues for agriculture and livestock events;
- engaging with current and prospective partners to plan, finalize, and execute their events;
- serving as a liaison between event organizers and host venue. This includes the ability to identify, communicate, and facilitate logistic needs for timely and efficient event execution;
- generating new business via a prospect list, networking, trade publications, resource guides, cold calls, and professionally representing the South Dakota State Fair at all exhibitor functions;
- thoroughly and diligently preparing, reviewing, adjusting, and execution of contracts;
- effectively securing Certificate of Insurance (COI) from partners;
- properly upholding and enforcement of applicable general rules and regulations, including current animal health requirements.

The Ideal Candidate Will Have:

The ideal candidate is experienced in event planning and execution, sales strategy, relationship management, and has excellent communication skills. We are looking for someone who wants to serve the citizens of South Dakota in promotion of the state and its deep agricultural roots. The preferred candidate will possess a bachelor's degree, a minimum of 3 years event management, and direct client management experience, along with a strong knowledge of animal care and livestock show management.

Knowledge, Skills, and Abilities:

The ideal candidate will use their knowledge, skills, and abilities to elevate South Dakota as a premier host for agriculture and

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livestock events. We are looking for candidates that possess the following key attributes:

- knowledge of the principles and practices of sales strategy, client relationship management, and event management;
- ability to communicate effectively and efficiently, both verbally and in writing;
- ability to successfully plan and organize work activities, adjust to multiple demands, prioritize tasks to complete assignments, and meet schedules and deadlines;
- ability to perform effectively under significant pressure typically associated with meeting the demands and timetables of the entertainment industry, while maintaining accurate results;
- demonstrate compassion, respect, courtesy, and tact when interacting with others;
- display confidence and innovation despite adversity;
- ability to work independently, exercising judgment, and initiative;
- establish and maintain effective and collaborative working relationships with a broad variety of vested interest groups and to foster a cooperative environment;
- understand concepts related to client confidentiality;
- have the ability to comprehend, interpret, and apply policies, procedures, laws, and regulations;
- prepare clear and concise documentation, reports, and correspondence;
- ability to anticipate problems and remain flexible to adjust to situations and implement immediate corrective action as they occur;
- have an understanding of animal care and welfare;
- demonstrated ability to analyze and formulate solutions and alternatives and to efficiently resolve conflicts;
- ability to work flexible hours, including nights, weekends, and holidays in addition to normal business hours as needed;
- ability to be on-location during contracted events, the dates of the South Dakota State Fair, and provide support for select key events led by the South Dakota State Fair.

You will be expected to routinely communicate and coordinate with clients, State Fair management, other agencies, and the public; therefore, great communication skills are essential.

Additional Requirements: To be considered, please attach your resume along with a description of any work or life-related experience which indicate you possess the knowledge, skill, and ability needed for this position.

This position is exempt from the Civil Service Act.

This position is eligible for Veterans' Preference per ARSD 55:10:02:08.

The State of South Dakota does not sponsor work visas for new or existing employees. All persons hired will be required to verify identity and eligibility to work in the United States and complete an Employment Eligibility Verification, Form I-9. The State of South Dakota as an employer will be using E-Verify to complete employment eligibility verification upon hire.

The State of South Dakota offers employer paid health insurance plus eleven paid holidays, generous vacation and sick leave accrual, dental, vision, and other insurance options, and retirement benefits. You can view our benefits information at <https://bhr.sd.gov/job-seekers/work-for-state-government/>. This position is a member of Class A retirement under SDRS.

Must apply online:<https://sodakprod-lm01.cloud.infor.com:1443/lmg/hr/xml/http/shorturl.do?key=NZ2>

You must apply online, emailed resumes or submissions will not be accepted.

South Dakota Bureau of Human Resources

Telephone: 605.773.3148 Email: careers@state.sd.us

<http://bhr.sd.gov/workforus>

"An Equal Opportunity Employer"

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