



STATE FAIR OF TEXAS Job Description

Job Title: Director
Department: Livestock
Reports to: SVP - Livestock
Updated: March 2023

This document is intended to present a descriptive list of the range of duties performed by employee. Specifications are not intended to reflect all duties performed within the job. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time without notice.

About the State Fair of Texas

Since its inception in 1886, the State Fair of Texas has celebrated all things Texan by promoting agriculture, education, and community involvement through quality entertainment in a family-friendly environment. The State Fair of Texas is a 501(c)(3) nonprofit organization with proceeds helping to preserve and improve our home, Fair Park; underwrite museums, community initiatives, and scholarship programs to support students throughout the Lone Star State pursuing higher education; and help improve State Fair operations.

SUMMARY

Direct all aspects of agriculture related competitive events hosted by the State Fair of Texas including livestock, horse, and agriculture focused competitions lead by the Fair's overall mission and goals. Lead, manage, and hold accountable staff, interns, volunteers, contractors, competitors and advisor communications associated with the events. Ensure that all SFT policies are followed and implemented.

DUTIES and RESPONSIBILITIES

Essential and other important responsibilities and duties may include, but are not limited to the following:

Essential Functions:

- Direct all aspects of competitive events in the Livestock Department to support the mission of the State Fair of Texas.
- Lead, manage, and hold accountable personnel, contractors, volunteers, and staff.
- Manage customer relations to create competitive events that attract top contestants from everywhere.
- Develop and implement competitive event rules, regulations and policies.
- Solicit and procure sponsorships to support departmental budget goals.
- Manage all data with care to accurately track, report, and analyze all entries, results, payouts, etc. as necessary.
- Coordinate with related associations and businesses for industry improvement.
- Prepare and process all business documents (payroll forms, invoices, contracts, procurement forms, etc.) to facilitate departmental needs.
- Manage schedule of work necessary for competitive events.

- Supervise and train seasonal office personnel, interns, and/or contractors for departmental positions to ensure consistent application of policies and data management.
- Implement and enforce SFT policies, rules and regulations related to competitive events.
- Participate in industry associations for networking, benchmarking, and promotion.
- Perform additional related duties and responsibilities as assigned.

Marginal Functions:

- Support the Mission Statement of the State Fair of Texas.
- Perform related duties and responsibilities as required and other duties as assigned.
- Comply with all internal, state and federal regulations.
- Complete all training as directed by management.

QUALIFICATIONS

Knowledge of & ability to:

- Deep background in agriculture, livestock shows, and ag-related youth organizations.
- Highly effective communication skills both written and oral, personally and collectively.
- Motivated, self-starting attitude with strong work ethic.
- Ability to implement flexible scheduling, work hours, and task management.
- Ability to work with and handle all classes of livestock.

EXPERIENCE and TRAINING GUIDELINES

Any combination of experience that would likely provide the required knowledge is qualifying. A typical way to obtain the knowledge and abilities would be:

Preferred Education and/or Experience:

- Minimum of Bachelor of Science in agriculture related field.
- Three to five years of supervisory or event management related experience
- Specialized training in computer software programs, exposure and training in agriculture related fields appropriate to the SFT organization.

SUPERVISION RECEIVED and EXERCISED

- Reports to SVP –Livestock
- Supervises Livestock Manager and/or Coordinator
- Works independently with minimal supervision
- Supervision exercised for part-time, seasonal employees, interns and contracts officials.

WORKING CONDITIONS

Environmental Conditions:

- Office environment; exposure to computer screens.
- Working outdoors in various weather conditions and on uneven and/or slippery surfaces, as necessary, especially during Fair time and special events.
- Exposure to all types of livestock and potential livestock related illnesses; irregular work hours;

Physical Conditions:

- Ability to work in a combination of office and barns environments.

- Potential physical lifting, prolonged physical exertion, and exposure to inclement weather.
- Irregular work hours, especially leading up to and during events.
- Verbally communicate with both internal and external contacts.
- Occasionally lift objects no more than 50 pounds unassisted.

To Apply:

- Apply online at <https://bigtex.pinpointhq.com/#js-careers-jobs-block>