

HAMPSHIRE, FRANKLIN, AND HAMPDEN AGRICULTURAL SOCIETY
PO BOX 305
NORTHAMPTON, MA 01061-0305



EXECUTIVE DIRECTOR

The Hampshire Franklin and Hampden Agricultural Society (Three County Fair) in Northampton, Massachusetts is seeking to fill the role of Executive Director for the fairgrounds and the organization. This position requires in person/on-site employment year-round working to maintain and grow the organization through events, activities, and the Fair's mission to promote and preserve agriculture in the Commonwealth.

The ideal candidate will have at least three-five years of fair industry management experience, and/or a combination of experience with non-profit, event planning, advertising/marketing, accounting, budgeting, business technology, facility management, grant writing, team building and leadership.

PRIMARY DUTIES/RESPONSIBILITIES

Manages the Three County Fair and the fairgrounds, a 50-acre facility with more than 20 buildings and facilities.

Manages the annual Three County Fair, conducted over Labor Day Weekend, which annually attracts 40,000 visitors over the 4 days. Specific areas of responsibility include: developing and implementing the master events schedule of events and entertainment; ticket sales; advertising & social media campaigns; security operations; parking; bar operations; food and merchandise vendors; agricultural/livestock competitions, plus developing and soliciting sponsorships and managing sponsor implementation.

Develops, quotes and contracts for venue rentals, other shows, events and festivals held on the fairgrounds throughout the year, which attract upwards to 200,000 visitors to the fairgrounds annually. Specific duties include: managing and coordinating returning shows and exhibitions; seeking out new shows and festivals; and, negotiating and administering contracts for all events and venue rentals and winter storage business.

Manages all office operations including accounting, budgeting, personnel and payroll, customer service, website and promotional activities. Recruit, interview, hire, schedule and train full and part-time employees and volunteers with a staff ranging from five to seventy workers throughout the year.

Communicates with applicable municipal boards and adheres to all Federal, State and local regulations.

Works in collaboration with the Fair's Board of Directors and various Committees, including the presentation of monthly, quarterly and annual reports.

Other duties as assigned.

COMPENSATION & BENEFITS

This is a salaried position exempt from overtime.

Salary Range: \$75,000 - \$100,000 annually salary inclusive of incentives and commensurate with experience.

The position includes accrued vacation and sick time.

The organization offers health insurance with 75% of the cost employer paid.

PH: (413) 584-2237 FAX: (413) 586-1297 email: office@3countyfair.com

The Hampshire, Franklin & Hampden Agricultural Society is a non-profit 501(c)(3) organization

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REQUIREMENTS

Four-year bachelor's degree in related fields, and / or a minimum of three-five years of relevant experience.

Understands local, state, and federal rules and regulations regarding events and fairgrounds.

Able to work holidays during the event season and non-traditional hours for events, organizational meetings, and community activities.

Experience with Saffire website/ticketing software, and QuickBooks, a plus.

INTERESTED APPLICANTS

Submit a cover letter of interest along with a current resume and three professional references. In the cover letter, note any involvement in agricultural fairs, past and present, along with a statement that indicates why you are interested in this position. In the resume, include the annual salary for each past and current employment.

Submit to: office@3countyfair.com or Three County Fair – PO Box 305 – Northampton, MA 01061

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