



## WHO WE ARE

State Fair Park & Event Center is home of the annual 10-day Central Washington State Fair, Yakima Valley SunDome and hosts over 150 events annually which represent a wide variety of events and community activities throughout the year.

## THE POSITION

We are looking for an experienced, energetic individual that understands how to develop programming, event content and can work effectively to gain consensus with diverse stakeholders to drive the goals and initiatives for the agriculture, education and exhibits department.

The position will focus on growing Fair time and year-round agriculture experiences, education and exhibits for generations to come. If you have a passion for making a difference and being part of a team that is innovating and building for the future, then this is the job for you. The Program Manager is responsible for all the Fair and year-round functions that include agricultural operations including livestock, competitions, small animal exhibits, agricultural education programming, Fair exhibits, and collaboration with agricultural education partners. This position supervises staff, volunteers, and superintendents.

## ESSENTIAL SKILLS

- Ability to deliver best in class customer service in all areas of day-to-day work.
- Experience collaborating with partners and stakeholders with diverse points of view to create mutually beneficial outcomes.
- Experience supervising staff as well as volunteers.
- Excellent interpersonal and consensus building skills with focus on customer service.
- Must be able to work long hours when required - which might include evenings and weekends.
- Excellent problem solving and decision-making skills.
- Experience working with youth, non-profits, special interest groups to drive programming and participation.
- Proficient using Microsoft Suite products.
- Capable of speaking to large groups and representing the organization to stakeholders, potential sponsors, partners, or industry groups
- A creative visionary that is always looking for new fun ways to deliver on the organization's mission.
- Ability to create and deliver programming content from concept through execution with good project management skills.

## JOB DUTIES:

### EDUCATIONAL AND EXHIBITS

- Coordinate with Education and Exhibits Manager to manage all deliverables around education and exhibits.
- Manage and implement Yakima Valley's Largest Classroom, ensure school tour program remains relevant and participation from schools across the Valley during Fair; improve curriculum opportunities for teachers, provide materials (print and/or online) early in school year, and provide continued learning experiences post-Fair for participants.
- Continue sourcing creative and fresh ways to educate the public about agriculture, to develop new and ongoing programming.

## **EDUCATIONAL AND EXHIBITS** (continued)

- Develop and maintain working partnerships with agricultural commodity organizations and community stakeholders to assist with programming and educational initiatives. Leverage their outreach and learning assets to bring programming and education to the Fair as well as year-round opportunities.
- Coordinate with Sponsorship Manager to develop strategy for sponsorship opportunities that align with department initiatives that will drive revenue as well as guest and sponsor engagement.
- Develop overall strategy for programming, competitions, exhibits and educational initiatives and work with superintendents and volunteers to activate.
- Utilize resources of trade associations and partnerships with industry colleagues to continue to enhance programming and education.
- Ensure demonstrations and hands-on activities are representative of Yakima Valley's culture and offerings and align with organization's mission.
- Work with government agencies, extension offices, service and hobby organizations to collaborate and coordinate programming for participation in the Fair.

## **LIVESTOCK, EQUINE AND SMALL ANIMAL COMPETITIONS**

- Oversee all livestock, equine and small animal competitions with planning of show selection and cancellation, hiring superintendents and oversight of operations.
- Work with livestock superintendents to identify and contract with educational livestock exhibitors.
- Manage departments budget, create opportunities for revenue growth, and manage stipends and awards programs.
- Promote team approach between all species including group meetings, ongoing communications, and fair and balanced management style for all departments.
- Manage superintendents' program for all species: write job descriptions, develop contracts, communicate regularly, host pre-fair meetings and provide evaluations.
- Assist superintendents in hiring judges, including pay assignments, show schedules, and any necessary judge amenities.
- Assist superintendents in writing show policy and procedures, abiding by the IAFE Code of Showing Ethics, and any registered associations or sanctioned show rules.
- Develop and maintain positive relationships with all agricultural education partners, agricultural leaders, and organizations.
- Hire and schedule veterinarian to complete animal well-checks upon entry to fairgrounds; stay abreast of infectious disease news, inspection quarantine processes and barriers to entry.
- Oversee superintendents for 4-H and FFA livestock programs including budget allotments, staffing approvals, coordination with open class competitions, and scheduling.
- Work with marketing team to broadcast alerts and information on website, promote shows to exhibitors and guests, and other marketing initiatives to ensure proactive community outreach to drive interest and participation for all areas of oversight.

## **REQUIRED EDUCATION AND EXPERIENCE**

- Education - bachelor's degree in business, or any related agriculture degree, project management or related field and/or equivalent of three to five (3-5) years of related experience in Fairs, program or special event development.

**Job Type:** Full-time

**Salary:** The hourly rate of \$26 - \$32 per hour (annualizes to \$54,080 - \$66,560) plus annual discretionary bonus

**Benefits:** 401k, Medical, Dental, Vision, Aflac, Life, AD&D, LTD  
Relocation is available for out of area candidate.

Send your resume to: Central Washington Fair Association, 1301 South Fair Avenue, Yakima WA 98901 or email to [erinr@fairfun.com](mailto:erinr@fairfun.com).