

**Company:** Oklahoma State Fair, Inc.  
**Position Title:** Special Programs and Events Manager  
**Department:** State Fair  
**Reports To:** Vice President of Programs and Entertainment  
**Supervises:** Seasonal Volunteers; Seasonal Assistant  
**Classification:** Full-Time Salaried  
**Pay Range:** \$40,000-\$45,000/annually (dependent upon experience)

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### **Job Responsibilities and Requirements**

Manage all aspects of the State Fair Volunteer Program to include:

- Recruiting, registration, training, scheduling, supervising, maintaining records and providing administrative support.
- Coordinating all volunteer meetings, activities, areas, projects and appreciation efforts.
- Making presentations to business and civic leaders to build enthusiasm for and encourage participation in the program.
- Updating InFAIRmation book and managing guest information/service areas during the State Fair.

Manage all aspects of State Fair Special Events to include:

- Researching and contracting special events that will create and draw public interest.
- Drafting, managing and tracking all contracts.

Manage all aspects of the State Fair Community Stages to include:

- Researching and recruiting demonstrators and performers; handling performance opportunity inquiries.
- Mailing, receiving, tracking, processing and/or filing applications, agreements and stage documentation.
- Maintaining schedules and databases.
- Creating verbiage and lists for signage, websites and publications.
- Securing all set-ups for staging, sound, seating, equipment, and supplies.
- Monitoring and troubleshooting stages.
- Acting as liaison between sound techs, performers, demonstrators and upper management.

Manage all aspects of the State Fair Academy to include:

- Registration, correspondence, scheduling, administration, setups and updating materials.
- Researching and developing new program ideas and marketing tactics.
- Developing PASS objectives through the Department of Education and Ag in the Classroom.
- Securing volunteers for Academy captain and workers.

General duties to include:

- Hire and manage a 6-month, seasonal assistant.
- Develop and administer budgets.
- Request, distribute, and track credentials.
- Handle office-related tasks such as correspondence, processing numbers and statistics, updating files, records and databases, meeting minutes, mass mailings, check requests, and inventory.
- Assist the Vice President of Programs and Entertainment with the artistic development and management of new and current attractions and programs.
- Assist with and attend trade shows and conferences.
- Assist in other departments as needed.
- Other duties as assigned.

### **Additional Job Requirements**

- College education preferred and/or 3 years' experience in special event planning and/or volunteer management.

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- Previous experience in the education, entertainment and/or special events industry is a plus.
- Skills must include professional communication (business writing, telephone and interpersonal), conflict management/customer service, problem solving, leadership, organization, attention to detail, facilitation, presentation, creativity, analysis, accuracy, collaboration, commitment to quality and the ability to execute projects on time and on budget.
- Ability to work efficiently with minimal or no supervision.
- Knowledge of general clerical accounting methods and general business procedures.
- Proficiency with computers, including, but not limited to, Microsoft Office (Outlook, Word, Excel, Access, and PowerPoint); experience with publishing software (InDesign, Canva, Adobe Photoshop, or Photoshop Elements) and elementary CAD Programs (Social Tables), a plus.
- Available and able to work out of town, when necessary.

### General Requirements

- Utilize task prioritization and effective time management skills to meet frequent and competing deadlines in a high-volume, high-stress environment.
- Perform detailed work in a team-oriented, fast-paced, event-driven environment handling multiple tasks with flexibility in a calm, professional manner.
- Effectively communicate with others in a clear, business-like, respectful and personable manner focused on generating a positive, enthusiastic and cooperative environment.
- Maintain high standards of appearance and grooming (i.e., clean, wrinkle free clothing, proper uniform/attire, close attention to personal hygiene).
- Meet the company standard for excellent attendance, job reliability, diligence and dedication.
- Possess a valid driver's license and a clean driving record.
- Speak, read and write in English.

### Physical Requirements and Working Conditions

- Extended hours, nights and weekends may be required during peak periods.
- Frequent or continual movement from place to place with normal physical mobility, covering long distances with ease, managing assigned tasks throughout various indoor and outdoor locations within and around the property and in potentially inclement/severe weather conditions.
- Regularly lift, carry and put away items weighing up to 50 lbs. and occasionally lift and carry heavier items and/or assist others in lifting heavier objects, as job demands.
- Walk and/or stand for extended periods in addition to other prolonged physical exertions including seeing, hearing, reaching, grasping, lifting, pushing, pulling, squatting, crouching, stooping, bending, kneeling, climbing and working in awkward positions and tight areas may be required.

### Benefits

- A 401(k) program is available once the employee meets the eligibility requirements for participation.
- Based on job classification, additional benefits that may be offered include Paid Time Off, Medical, Dental, Vision, Flexible Spending, Life, Dependent Life, AD&D, Short- and Long-Term Disability and Various Supplemental Insurances.

**To Apply:** Visit [this link](#) and apply online.