



Mahoning County Agricultural Society
The Canfield Fair
“Something to Crow About”

Job Posting
Fair Manager

The Canfield Fair is the largest county fair in the State of Ohio and the 3rd largest county fair in the United States, with an annual attendance of approximately 300,000. The Canfield Fair was established in 1846 and is owned and operated by the Mahoning County Agricultural Society and has a Board of 17 Directors. The fairgrounds sit on 353 acres of land with more than 60 buildings, including the 40,000 sq. ft. Michael Kusalaba Event Center and a grandstand that holds approximately 6,200 people.

Job Summary

The **Fair Manager** is responsible for the planning, organization, and supervision of the daily activities of the fairgrounds to ensure that all operations are conducted safely, efficiently and in accordance with the established advisory guidelines of the Fair Board and applicable laws. Duties include managing and maintaining fairgrounds, operations, personnel, buildings, equipment and supplies and coordinating, scheduling and overseeing all activities and events held at the fairgrounds. This is a full-time year-round position leading a team of employees and volunteers. The **Fair Manager** is an exempt position reporting to the Board of Directors.

Primary Functions

- Planning
 - Collaborates with the Board of Directors to define and articulate the Mahoning County Agricultural Society’s vision and to develop strategies for achieving that vision.
 - Creates annual operating plans that support strategic direction set by the Board of Directors through collaboration and with support of the appropriate committees.
 - Develops future leadership within the organization.
 - Serves as the Fair secretary and is responsible for recording minutes at Fair Board Meetings.
- Management
 - Oversees the operations of the Mahoning County Agricultural Society and manages its compliance with legal and regulatory requirements with special attention to the Ohio Department of Agricultural and the Ohio Revised Code pertaining to agricultural societies and fairs.
 - Creates and maintains procedures for implementing plans approved by the Board of Directors.
 - Promotes a culture that reflects the organizations values, encourages satisfactory performance and rewards productivity.
 - Collaborates with the Personnel Committee to hire, discipline and terminate personnel.
 - Manages the human resources of the organization according to authorized personnel policies and procedures that fully conform to the current laws and regulations.
 - Maximizes the rental of the Event Center and fairgrounds in the offseason.

- Financial Stewardship
 - Prudently manages the Mahoning Country Agricultural Society's resources within budget guidelines according to current laws and regulations.
 - In coordination with the Rental Committee, the manager will promote marketing opportunities including offseason camper rental and storage.
- Community Relationships
 - Assures that the Mahoning Country Agricultural Society and its mission, programs and services are consistently presented in a strong, positive image to relevant stakeholders.
 - Actively advocates for the Mahoning County Agricultural Society, it's beliefs, and its programmatic efforts.
- Board Support and Leadership
 - Supports operations and administration of the Board of Directors by advising and informing the Board Members and interfacing between Board of Directors and Staff.

Minimum Qualifications

- CFE certification preferred
- 3 years of County or State fair management experience

Salary and Benefits

- Salary is commensurate with experience
- Vacation and Sick Time
- Holiday Pay
- Health Insurance financial allowance

To Apply:

Send resume to:
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Or email to:
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