

**Sauk County Fair Department Superintendent - Job Description 5/20/14**

**Purpose:**

 Organize and Lead all activities involved with the fair department assigned.

**Time Required:**

 5 days of Fair plus approximately 3-5 days for pre fair set and pre fair events

 2-3 meetings for event planning and evaluation

 1 day Tear down/clean-up

**Responsibilities:**

 Serve as an ambassador for Sauk County Fair

 Work with 4-H project area committees for decisions and support

 Submit fair book changes for department by December 1

 Recruit volunteers to assist in building security, fair set-up & clean up, judging day assistance, clerking, etc.

 Coordinate area set-up and clean up

 Communicate trophy and award needs with fair secretary

 Make suggestions for judges by Jan 1st to the Sauk County Fair Secretary, if a particular judge is wanted

 Be familiar with the state ATCP 160 rules and regulation that govern county fairs

 Attend fair planning and evaluation meetings

 Coordinate volunteer work schedules and supply requests (animal superintendents)

 Work with project leader and attend pre-fair events and assist project committee in conducting the event

 Oversee exhibitor check-in and exhibit release. Insure exhibit change notices on judging sheets are complete and each exhibit/exhibitor has an accurate exhibit tag. Incorrect entries need to be corrected.

 Ensure judging results and award selection paperwork is accurate and submitted to the Fair Office in a timely fashion.

Award selection documentation includes: ribbon placing, special awards that are department specific, state fair selection, awards of excellence, champions, etc.

 Serves as final decision-maker for questions and conflicts on judging day. Major Grievances can be escalated to the “Sauk County Fair Superintendent Oversight Committee”.

 Animal Superintendents assign pens or stalls. Oversee barns/stalls/displays/exhibit areas are cleaned for safety

 Oversee exhibit displays to maximize public appeal

 Maintain communication with Fair Office. (Note: Some areas have special needs. Coordinate these special needs with the Fair Office.)

**Qualifications:**

Interest in young people and the community

Knowledge of department area

Willingness to work with volunteers

Ability to communicate with youth and adults

Ability to cooperate and organize

**Resources:**

Fair Book

Wisconsin ATCP 160 rules

Fair Secretary

Sauk County Fair Board

UW-Extension Agents and Staff

Project Literature and Exhibit Literature

10/1/2013 revised 5/20/14