



**Sauc County Agricultural
Society, Inc.**
PO Box 467
Baraboo, WI 53913
608-356-8707
www.saukcountyfair.com
info@saukcountyfair.com

Sauc County Fair Department Superintendent - Job Description and Application

Purpose:

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

Time Required:

- Week 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 Sauc County Fair
- Work with 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 Dec 1st to the Sauc County Fair Secretary
- 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 by the end of fair. 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 "Sauc 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 the Fair Office. (Note: Some areas have special needs. Coordinate these special needs with the Fair Office.)

Qualifications:

Interest in young people and the community
Willingness to work with volunteers
Ability to cooperate and organize

Knowledge of department area
Ability to communicate with youth and adults

Resources: Fair Book, Wisconsin ATCP 160 rules, Fair Secretary, Sauc County Fair Board

Sauk County Fair
SUPERINTENDENT APPLICATION FORM
SUPERINTENDENT APPLICANT INFORMATION

Name: _____ Are you 18 or Older? _____

Address: _____ Phone: _____

City: _____ State _____ Zip _____

Email address: _____

Department of Interest: _____

APPLICATION DETAILS

Please complete the following questions and return completed application to info@saukcountyfair.com, or mail to Sauk County Fair Superintendent Applications PO Box 467 Baraboo WI 53913. If needed please continue answers on a separate attached piece of paper. Applications will be accepted until qualified applicants are found.

Please provide a brief Bio about yourself:

Why do you think you will enjoy serving as Superintendent? OR
Why do you want to serve as Superintendent?

What skills or expertise qualify you for serving as Superintendent?

Please describe your current involvement with youth organizations:

Please describe your current involvement with community organizations, committees, activities etc.

References:

Name _____ Phone _____

Name _____ Phone _____