Washington County Agricultural Society

Job Title: Operations/Fairgrounds Manager
Location: Lake Elmo, MN
Reports to: Washington County Agricultural Society Executive Board

Send resume and three references to: washcoag@outlook.com

Job Summary

The Operations/Fairgrounds Manager oversees the daily operations of the Washington County Fairgrounds and annual 5-day County Fair. The role manages facilities, events, staff, marketing, rentals, and finances, while working closely with the WCAS Executive Board. The position represents the fairgrounds in the community and ensures safe well-run events year-round. This position is responsible for the organization, preparation, promotion, marketing, direction, etc. of the annual Washington County Fair.

Duties and Responsibilities

- Manage daily operations of the fairgrounds and oversee the annual Washington County Fair
- Coordinate grants, sponsorships and advertising for the WCAS
- Work closely with the Treasurer of the WCAS
- Attendance is required at WCAS board and membership meetings. Typically, in the evening.
- Ability to be on-site at fair office at least 3 days a week, typically Thursday, Friday, and Saturday from May 1 – September 30
- Manage the budget
- Oversee facility, space rentals and event logistics
- Market the fairgrounds year-round and promote the annual County Fair
- Hire and supervise staff, part-time employees and volunteers
- Ensure compliance with licenses, permits and regulations
- Serve as the primary public representative of the Washington County Fair and fairgrounds to the community, membership and Board of Directors
- Monitor guest feedback and performance metrics to improve events
- Support governance requirements, bylaws and nonprofit regulations
- Be on-site at the start and end of events (usually Wednesday-Sunday as needed) and available by phone when off-site
- Review Emergency Plan each year with Washington County
- Other duties as assigned

Qualifications

- Preferred 5 years' experience in facility or event management. Experience with a 501(c)3 is preferred
- Strong financial and budgeting skills
- Ability to work effectively with people of varying interests, ideas, skills and abilities
- Ability to communicate clearly, concisely, and tactfully both written and orally
- Strong planning, problem solving, organizational skills and ability to manage

competing priorities
- Skill in using computer databases, spreadsheets, Word and other office programs
- Self-motivated with ability to thrive under minimal supervision
- Familiarity with fairs, 4H and FFA programs highly preferred
- Ability to work long hours, along with performing physical tasks, such as lifting up to 30 lbs
- Valid driver's license

Pay and Benefits

- Range $38,000 - $45,000 depending on experience
- There are no benefits
- WCAS provides office space, computer, and phone for official duties
- Office time varies based on seasonal needs and at the discretion of the Executive Board

Reports To:

Washington County Agricultural Society Executive Board.

Position Description Review:

This job description may be reviewed and revised as organizational needs and responsibilities change.