

## **CREATIVE ARTS SUPERINTENDENT POSITION**

### **Big Sky Country State Fair - Gallatin County Fairgrounds**

#### *BSCSF COMPETITIVE EXHIBITS VISION:*

*To engage the community with a competitive-rich environment, educating visitors about the exhibits, providing an attractive welcoming exhibit environment, and showcasing Montana and local creativity.*

The Creative Arts Superintendent coordinates the Creative Arts Department for the Big Sky Country State Fair, July 17-21, 2019. This is a contracted position under the supervision of the Competitive Supervisor. Duties include updating the department classes for the Competitors' Guide, recruiting 1-2 judges, supervising judging and display of entries, recruiting volunteers if necessary, and running a daily creative arts contest, demonstration or workshop during the Fair.

Hours: February to June – 2-5 hours/month (1 hour-long meeting/month)

During BSCSF July 14-22, 2019 – minimum of 5 hours/day between Noon and 10pm

Pay is a \$400 stipend

Great intern position

Contract is renewable

Duties:

#### **PRE-FAIR**

- Update department information for the Competitors' Entry Guide
- Promote department to encourage entries
- Secure and manage volunteers to assist in the department, if needed
- Secure judges
- Develop a daily contest, demonstration and/or workshop for during Fair
- Organize a 2-hour spring (non-Fair) workshop to promote the department

#### **FAIR WEEK**

- Check-in department entries
- Supervise judging of all department entries; keep accurate records of exhibits, judging and awards (book provided)
- Create an inviting and educational display
- Implement and oversee a daily contest, demonstration and/or workshop
- Supervise department throughout Fair (minimum of 25 hours) or schedule volunteers to watch over the department
- Educate visitors about the department, answer questions and keep entries secure

#### **POST-FAIR**

- Check-out entries post-Fair and ensure all prizes have been awarded
- Submit all department Volunteer Time Cards
- Complete a department evaluation sheet within 30 days of Fair close

Contact Linda Blomback, Big Sky Country State Fair Competitive Supervisor, Gallatin County Fairgrounds, 582-3270, [linda.blomback@gallatin.mt.gov](mailto:linda.blomback@gallatin.mt.gov)