

## **COMPETITIVE EXHIBITS ADMIN POSITION**

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

The Big Sky Country State Fair is looking for a creative individual that is passionate about Competitive Exhibits to assist the Gallatin County Fairgrounds Competitive Division Superintendents. This individual is someone who wants to help continue the tradition of competitive exhibits as an integral part of the programming at the annual Big Sky Country State Fair.

The Competitive Exhibits Admin Position works closely with the Competitive Division superintendent to coordinate administrative tasks of each division for the Big Sky Country State Fair season.

Hours: February to June – 1-3 hours/month including, if necessary, one hour long meeting/month with Fairgrounds staff) during the Big Sky Country State fair July 20-24, 2022 – as needed to properly staff the display area during the fair.

This position will be responsible for the following duties:

- Become familiar with exhibit entry software
- assist competitive exhibits department superintendents with printing of entry tags and updating of other forms used by the Competitive Division as needed
- assist with Competitor Guide development and distribution
- maintain and provide accurate records of exhibits, judging and awards
- assist with entry check-in pre-Fair with the help of the department superintendent
- assist with entry check-out entries post-Fair with the help of the department superintendent
- assists with the premium payouts and provides accountability for same
- Provide entry reports to facilitate post fair marketing campaign
- Complete a competitive exhibits evaluation sheet within 30 days of Fair close

During the week of fair, this position assists with the check-in of entries (Monday/Tuesday prior to Fair), keeps a record of all exhibits judged and awards given (book provided), arrange for and schedule volunteers to watch over the department, educate visitors and answer questions about the department exhibits.

Monday following fair duties include the check-out of all entries and ensure prizes have been awarded, submit Volunteer Time Cards, complete a department evaluation sheet within 30 days after the fair.

This is an hourly position.

If you are interested in sharing your passion at the 2022 Big Sky Country State Fair, please contact Dennis Voeller, Big Sky Country State Fair General Manager, Gallatin County Fairgrounds, 582-3270, [dennis.voeller@gallatin.mt.gov](mailto:dennis.voeller@gallatin.mt.gov).