

Position Title

Fair Manager

Reports To

Saline County Fair Board

Position Summary

The Fair Manager serves as the primary administrative and logistical contact for the Saline County Fair Association. This individual supports the Fair Board by managing communications, permits, vendors, insurance, and supplies, ensuring all activities of the annual fair are planned, scheduled, and executed in accordance with board direction.

Key Responsibilities

- **Office & Communications**
 - Monitor and respond to emails, phone calls, text messages, and mail on behalf of the Fair Board.
 - Maintain accurate records of correspondence, meeting notes, and contracts.
 - Serve as the public's primary point of contact for questions about fair operations, events, and policies.
- **Permits & Compliance**
 - File all permits and applications needed for fair activities.
 - Coordinate with city and county offices to ensure proper approvals and scheduling.
 - Work with the Fair Board's insurance agent to obtain necessary event insurance.
- **Vendor & Exhibitor Coordination**
 - Act as the main contact for all fair vendors and exhibitors.
 - Oversee set-up, operations, and tear-down of vendor areas during the fair.
 - Track vendor payments, contracts, and booth assignments.
- **Inventory & Supplies**
 - Maintain the fair's inventory (ribbons, signage, office supplies, etc.).
 - Alert the Fair Board when re-ordering or new purchases are needed.
- **Board Support & Reporting**
 - Implement actions approved by the Fair Board.
 - Provide regular updates on permits, vendors, and logistics.
 - Assist with organizing and supporting Fair Board meetings.

Qualifications (Recommended)

- Experience in event planning, office administration, or fair/agricultural organizations preferred.
- Strong written and verbal communication skills.
- Organizational ability to manage multiple tasks and deadlines.
- Professional and courteous demeanor when working with vendors, exhibitors, volunteers, and the public.
- Ability to work independently with limited supervision.
- Familiarity with Microsoft Office, email, and phone systems.

Terms & Compensation

- Contract position starting at **\$650 per month**.
- Office time varies based on seasonal needs and is at the discretion of the contractor.
- Fair Board provides office space, computer, and phone for official duties.

Additional Notes:

- Seasonal availability is essential, particularly during the months leading up to and including the fair.
- Must be able to work on-site full-time during fair week and attend monthly board meetings.
- Position is not eligible for employee benefits.

Interested applicants should email their resume to fairtririversoffice@gmail.com or mail to:

Tri-Rivers Fair Board Office

PO Box 124

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