



# Custer County



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**From the office of  
BOARD OF COUNTY COMMISSIONERS**

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1010 Main Street, Suite 22 MILES CITY, MONTANA 59301

July 30, 2024

## Job Opening

Custer County Commission is accepting internal and external applications for a permanent full-time Facilities/Events Coordinator/ Fair Event manager position from July 30, 2024, until the position has been filled. This position is a Grade: 12 step: Entry. \$22.37

The job description and applications are available at Job Service.

ADA/EEO. Custer County makes reasonable accommodation for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or perform the essential duties of the job. For Custer County to consider any such accommodation, the applicant must make known any needed accommodation.

Contact Custer County Commissioners, at (406) 874-3350, (406) 874-3351, (406) 874-3352.

Custer County is an equal opportunity employ are encouraged to apply

Custer County Commission:

*Jason Strouf*

*Jeff Faycosh*

*Kevin Krausz*



**Custer County, Montana**  
 1010 Main Street  
 Miles City, MT. 59301

## **Facilities/Events Coordinator Fair Event Manager**

July 2024

*Custer County is an equal opportunity employer. Custer County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This position description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change. Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential functions.*

**Job Title: Facilities/ Events Coordinator  
 Fair Event Manager**

**FLSA Status:**  Non-Exempt  Exempt

**Department:  
 Grade: 12**

**Reports to: Fair Board, Board of County  
 Commission**

**Job Summary:**

**The Fairgrounds Facility/Events Coordinator:** is a dynamic and results-oriented individual responsible for overseeing the planning, organization, and execution of year-round facilities rentals for the Eastern Montana Fairgrounds. Recruit and coordinate bookings, contracts, and scheduling for events such as livestock shows, meetings, and community gatherings. Provide exceptional customer service to rental clients. Collaborate with maintenance and facilities teams to prepare and maintain the fairgrounds for each event. Promote the use of the entire fairground footprint to multi-use organizations with a goal of year round occupancy and use. The event coordinator will work closely with the Chamber of Commerce and Economic Development groups in the area.

**Annual Fair Event Manager:** Lead the comprehensive planning, prepares, promotes, coordination, and execution of the annual county fair under the direction of the Fair Board. Develop and manage a detailed project plan, including timelines and tasks. Coordinate with various departments, committees, and volunteers to ensure smooth execution of all fair aspects, including entertainment, food vendors, exhibitions, contests, and attractions. Collaborate with local authorities to ensure compliance with permits, regulations, safety standards, and health guidelines. Oversee marketing and promotional activities to generate excitement and attendance. Build strong relationships with vendors, sponsors, exhibitors, and community partners. Foster a positive working environment for volunteers. Supervise and encourage volunteer efforts throughout the planning and execution of fair events. Represent the Eastern Montana Fair in public and media relations activities. Act as a spokesperson when necessary.

**Personal Contacts:** Contact with the public to provide information, to schedule, collect fees, rents, etc. for the Event Center, Home show, Agri-Sports, livestock Pavilion, Hartman Building, Grandstands, Arena, Beer Bunker, and Horse Stalls.

**Supervision Received:** Direction from the Fair Board, and County Commissioners as needed.

**Supervision Exercised:** Supervision of clerks, judges, and other staff during Annual County Fairs.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

**The Fairgrounds Facility/Events Coordinator:**

Position requires ability to communicate orally and in writing, visually inspect premises, maintain records, type, file, and budget, procure staff and supplies, schedule, collect fees, communicate by telephone, and operate office machines.

Ensures all contracts, insurance coverages are executed before the event. Coordinating with external vendors (cleaners, Insurance agents, food trucks, etc.).

**Annual Fair Event Manager:**

Attends Fair Board meetings and follows through on directives from the Board; takes minutes. Prepares claims and submits to Clerk and Recorder; keeps an accurate account of all monies received and distributed; deposits all revenues.

Work with the Fairgrounds Manager for necessary tasks for the Annual Fair Event; maintains a calendar of events at the fairgrounds office and on the grounds, contracts to those involved and collects rents;

Prepares and have the fair book printed each year; attend all department head meeting monthly at the courthouse Attend Rocky Mountain Association of fairs convention, establish a network of contacts for various organizations, for the purpose of exchanging ideas with other fair managers; hires entertainment for fair; hires all judges, clerks, and superintendents. Orders all necessary supplies for fair, including ribbons, etc. Oversees fair advertising ;(social media, paper, billboards etc.). Hires fair treasurer; sets up premium account at local bank; supervises fair office; oversees proper recording of entries, judges, and payments made for winners; balances books. Manages gate attendants; hires and oversees entertainment; sees that all fair bills are paid and uncollected premiums mailed; contacts businesses for specials.

Performs other related duties as required by the Fair Board.

**Physical Demands and Working Conditions:**

Position requires ability to communicate orally and in writing; read written material; calculate; prepare payroll on customized software; use computer skills. Record minutes; create computer spreadsheets and reports; apply rules and regulations including Montana Code Annotated and Administrative Rules; and perform general office clerical procedures.

Position requires ability to occasionally lift and carry up to 25 pounds; push/pull seated; push/pull standing; stoop; crouch; climb; reach above shoulder level; kneel; stand; pull; grasp; and use repetitive motion. Position frequently requires ability to walk, talk and hear.

The physical demands described here are representative of those that must be met to perform successfully the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

## **AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

### **The Fairgrounds Facility/Events Coordinator:**

Provides for all events scheduling for the facilities. Insure that all contracts and agreements are executed and insurance for the event is in place before the event. Instruct users on the uses and cleanup of the kitchen when rented.

### **Annual Fair Event Manager:**

Creating the fair's schedule.

Overseeing the production of advertising and promotional materials.

Hiring entertainment, temporary help, and judges.

Managing bookkeeping tasks related to accounts payable, receivable, and billing.

Coordinating with vendors and suppliers.

Handling advertising and promotion using various media channels.

Preparing and negotiating entertainment contracts.

Attending Fair Board meetings and maintaining record

### **Annual Fair Event Manager:**

This position requires the ability to: organize and schedule; maintain accurate records; work independently; perform public relations; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public

### **Education and Experience:**

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School diploma.
- Secretarial experience preferred.
- Experience in fair operations preferred.
- Must attend training workshops provided by the fair association.