

**Exhibit Representative II**  
**Essential Task Ratings Results**

Task #	Task Statement
1	Plans, organizes, and directs exhibit programs for the district fair.
2	Supervises the construction and arrangement of exhibits for the annual fair working with staff members, vendors, supervisors, and/or community representatives.
4	Secures judges for events.
5	Plans the method of awarding premiums and supervises distribution of premiums.
6	Oversees and approves hiring of temporary exhibit department fair workers, and makes sure all paperwork is completed for payment of wages.
8	Works with Marketing staff in designing and developing fair publicity material.
10	Prepares reports, forms, and/or spreadsheets, as needed and/or requested by the CEO or Deputy Manager.
11	Contacts and/or solicits community organizations and/or persons to obtain/enlist their participation in the fair.
12	Creates and organizes various necessary forms using a variety of software programs.
13	Researches, plans, and/or organizes special exhibit programs for the annual fair and other events/shows.
14	Contacts coordinators to set up appointments, and facilitates coordinators' requests and/or needs.
15	Contacts and works closely with supervisors of other departments (e.g., catering, maintenance, production, etc.) to facilitate their requests and needs involving the Exhibits department.
16	Create work orders, schedules, etc. using various internal software programs to distribute information to other departments on behalf of Exhibits department.
17	Develop relationships with outside entities such as organizations, businesses, clubs, or other special interest groups to create, support, and participate in events/festivals in development of other programs.
18	Works with Marketing staff in planning and implementing marketing and outreach for Exhibits department.

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19	Provide support to various exhibits/entry office staff in coordinating logistics set-up, coordination of events, and tear down, etc.
20	Attend outside events and seminars to gather ideas for future exhibits at fairgrounds.
21	Utilize Western Fairs Association offers of educational workshops and/or partnerships.
23	Provide support (i.e. answering telephone, directing calls, data entry, entry receiving, judging, and providing customer service) to the public answering general questions about Fairs and Exhibits department.
24	Support and/or assist exhibit staff in proofreading and editing of entry materials, judging results, auction forms/billing, etc.
25	Inspect installed exhibits for conformance to specifications, ensuring all rules outlined in the Exhibitor's handbook are followed.
26	Research online, in publications, and outside sources on subject matters pertaining to exhibits and programs management wants to pursue.
28	Work with other fairs in the sharing of ideas, props, design suggestions, equipment, livestock pens, etc. as needed.
30	Estimate set or exhibit related costs including materials, construction, and rental of props or locations.
31	Work with management on budgetary considerations.
32	Prepare a budget for exhibits department to submit to management.
33	Work closely with the superintendents in identifying and meeting the needs of their departments.
34	Work with Exhibits department supervisors in updating the exhibitor handbook to stay up to date with local interests and participation.
35	Determine the addition and/or deletion of exhibits-related departments, divisions, and/or classes and its effect on the budget.
36	Plan for location-specific issues such as space limitation, traffic flow patterns, and safety concerns.
37	Submit plans for approval, and adapt plans to serve intended purposes, or to conform to budget or fabrication restrictions.

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38	Work with exhibit staff to prepare and update the exhibitor handbook on an ongoing basis to use for the annual fair ensuring it conforms to state and local rules.
39	Recommend entry fees and premiums for classes to fair management and when necessary to the Board of Directors.
40	Meet with exhibitors, leaders, advisers, parents, etc. to obtain feedback regarding the fair, events, or shows.
41	Coordinates with Safety Committee for safety training for Exhibits department employees and volunteers.
42	Prepares Exhibits department contracts with vendors and oversees the implementation of said contracts through completion.
43	Oversees Junior Livestock Auction working with Auction Committee and department supervisors (e.g., maintenance, catering, security, etc.) for set-up, contracting auctioneers, coordinating volunteers, staffing auction office, collection of sale