

Exhibit Supervisor
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.
3	Determines, arranges, and allocates available space for special exhibits, programs or vendors.
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.
7	Addresses clubs and organizations, and participates in radio broadcasts and events promotions, as needed.
8	Designs and prepares fair publicity material.
9	Arranges for exhibit maintenance.
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.
16	Create work orders, schedules, etc. using various internal software programs to distribute information.

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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 staff in planning and implementing marketing and outreach for exhibits.
19	Provide support to various exhibits/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.
22	Visit other venues and internet sites for fresh new ideas for print marketing materials for exhibits.
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.
24	Support and/or assist 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 are followed.
26	Research online, in publications, and outside sources on subject matters pertaining to exhibits and programs management wants to pursue.
27	Make arrangements for storage, return of borrowed items and/or alternate use of exhibit or program at conclusion of fair, events, or shows.
28	Work with other fairs in the sharing of ideas, props, design suggestions, equipment, livestock pens, etc. as needed.
29	Prepare rough drafts and scale working drawings of sets, including floor plans, scenery, and properties to be constructed.
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	Plan for location-specific issues such as space limitation, traffic flow patterns, and safety concerns.
34	Submit plans for approval, and adapt plans to serve intended purposes, or to conform to budget or fabrication restrictions.

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35	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.
36	Recommend entry fees and premiums for classes to fair management and when necessary to the Board of Directors.
37	Meet with exhibitors, leaders, advisers, parents, etc. to obtain feedback regarding the fair, events, or shows.
38	Coordinates for safety training for employees and volunteers.
39	Prepares exhibit contracts with vendors and oversees the implementation of said contracts through completion.
40	Motivate and encourage staff to work together to maintain good working relationships using effective communication skills.
41	Plan, organize, direct, review, and monitor the work of staff, including temporary fair staff by utilizing effective supervisory skills.