



Seeking applicants for the position of
CHIEF EXECUTIVE OFFICER
(Secretary – Manager III)

Contra Costa Event Park

Home of the Contra Costa County Fair
23rd District Agricultural Association (DAA)
1201 W. 10th Street
Antioch, CA 94509

www.contracostafair.com

\$8,630 - \$10,567 Monthly Salary Range (Exempt Position)

Part of the State of California Employment Program

Filing Deadline: Until Filled (Spring 2025)

The 23rd DAA is an Equal Opportunity Employer



Mission Statement

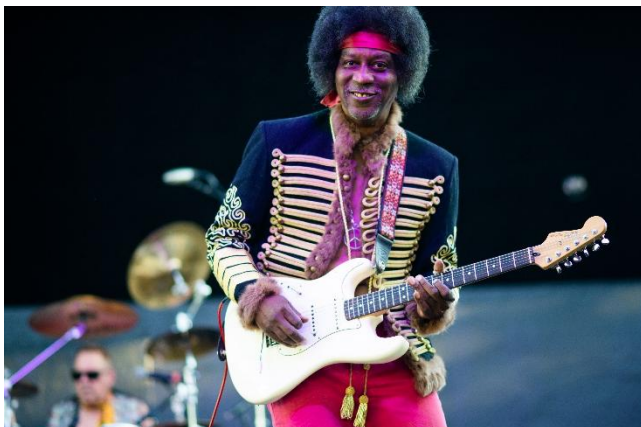
To provide and support a safe community gathering place while promoting agriculture education.

Vision Statement

The Contra Costa County Fairgrounds is vital to its communities by building upon the past to provide for the future.

The Contra Costa Event Park, Home of the Contra Costa County Fair, is an 80 acre multi-purpose event facility located in the East Bay of California with an annual budget of over 1.5 million. Managed by a dedicated CEO and an overseen by a nine-member governor appointed Board of Directors, the facility is a vital hub for the community, providing both entertainment and support in time of need. The facility features three major event buildings offering over 24,000 square feet of indoor space, as well as several large grass areas offering over 335,000 square feet of outdoor space, along with 3,000 seat grandstand, and 1,500 parking spaces. In addition to the annual Contra Costa County Fair, the facility is host to a variety of community and private events year-round in addition to several permanent rentals including weekly flea market, roller skating rink, RV Park, and speedway (auto dirt track).

The annual Contra Costa County Fair (May 15 – 18, 2025) is host to over 30,000 fairgoers, and features youth and adult competitive exhibits, youth livestock show and auction raising over \$500,000 going back to the youth for the sale of their market animals. The fair also features a full carnival, educational exhibits, hands-on activities, both local and tribute bands as well as fair food and commercial vendors.



Chief Executive Officer Position

The Board of Directors of the Contra Costa Event Park is seeking a motivated administrator to continue its strong traditions within its community and develop new opportunities to ensure the continued success of the Contra Costa Event Park. The Chief Executive Officer (CEO) of the 23rd District Agricultural Association (DAA) is appointed by and reports to the Board of Directors.

Under the Board's guidance, the CEO plans, executes and manages the annual Contra Costa County Fair. In addition to the Annual Fair, the CEO leads the planning, organization, recruitment, and management of the Contra Costa Event Parks facility rental program (Interim Events), along with negotiating and facilitating long term rental agreements. Key areas of focus for the CEO include administration and management, financial oversight, strategic planning, marketing, facility maintenance and improvements, community outreach, public relations and more. The CEO is responsible for complying with all state, county and local laws and regulations that apply to the DAA. The CEO attends all Board Meetings and is responsible for the development of the agenda and minutes. The CEO solicits sponsorships, grants, and donations of funds or services to support the success and growth of the facility.

The CEO attends all Heritage Foundation (Fairs Non-Profit) meetings and acts as a liaison between the Heritage Foundation and the Fair Board of Directors.



The position will be responsible for managing, executing, and fulfilling the following job responsibilities, plus additional roles as needed.

- Oversees an annual budget of over 1.5 million.
- Leads the organization in the production of a four-day fair held the middle of May, which celebrates the diversity of the local community. The event highlights the youth livestock competitions and auction, showcases local arts and crafts, exciting entertainment, and educational programing, and includes fan favorites like the carnival rides and tasty fair food.
- Manages the Event Park as a vital community resource, serving not only as a center for events, but also as an emergency evacuation facility in time of need for the County of Contra Costa as well as surrounding Counties.
- Coordinates year-round interim events, including concerts, car shows, auto racing, cultural events, trade shows, and community fundraisers, positing the Event Park as a hub for community activities throughout the year.
- Cultivates strong relationships with the Fair Board, government agencies, and local organizations, representing the 23rd District Agricultural Association and actively engages with partners to promote and expand the Event Parks reach in the community.
- Leads a dedicated team of staff and volunteers to maintain the Event Park as a thriving financially successful resource for the community.

This position offers a unique opportunity to continue the facilities legacy as a center for culture, entertainment, and education, while shaping its future growth.



Candidate Qualifications

The ideal candidate will bring a minimum of four years of experience in a management position at a Fair, exposition, convention center, arena, stadium, coliseum or other multi-use facility; or supervising a major program or organizational component at one of the above facilities; or fair and expositions; or as an administrator of a private, public or non-profit corporation responsible for activities such as community events, marketing and public relations, customer service and developing revenue generating ideas and alternatives. (A college degree in business administration, agriculture business, public administration, event planning, or other related fields may be substituted for two years of required experience.)

Desired Experience

- Experience in Fair management or large event production.
- Experience in an executive leadership capacity or management role, including HR tasks.
- Knowledgeable in the areas of purchasing, facility maintenance, technology, contracting and negotiating.
- Experience selling tickets, managing admissions and related tasks.
- Experience in business administration, public administration, marketing, public relations, communication, entertainment, or related fields.
- Knowledge and experience in developing and managing budgets, maintaining sound fiscal policy, day-to-day record-keeping including payroll, and preparing board and government-required reports.
- Knowledge and experience in long-term strategic planning, organizational restructuring, and business development.
- Knowledge and experience in fundraising, grant writing, and sponsorship development.
- Ability to work cooperatively and communicate effectively with staff, board of directors, governmental agencies, local businesses, media, and the community.
- Knowledge in recruiting, training, and supervising employees and volunteers; willingness to work extended hours and weekends when necessary.
- Experience working with a board of directors or governing body.
- Knowledge and experience in developing and implementing marketing plans and strategies, including experience with crisis management.
- Knowledge and experience in producing and directing community-relevant programs, entertainment activities and special events.
- Knowledge in agriculture, livestock, farming, and youth programs such as Future Farmers of America (FFA) and 4H.
- Proficient computer skills with knowledge of office programs such as word, excel, and outlook. Ability to create and deliver public presentations.

Compensation and Benefits

Salary: \$8,630 - \$10,567 monthly range

The salary will be based on the successful candidates' qualifications with CalHR approval. An example of additional benefits include:

- State of California, Public Employment Retirement System (PERS)
- Vacation & Sick Leave
- Health Plan
- Dental Plan
- Vision Plan
- State Holidays

Required Application Materials:

These items will be thoroughly evaluated to determine the most suitable applicants to continue in the selection process.

- **Completed Application:** Download the State of California Standard Application available online: <https://jobs.ca.gov/pdf/std678.pdf>
- **Resume**
- **Letters of Reference:** Three (3) letters of reference demonstrating your qualifications for this position.
- **Employment Contact Information:** The contact information for your most recent three (3) employers.
- **Supplement Question:** *How would you promote the use of the facility for Interim Rental and increase revenue stream?* Please describe your views and provide examples on how best in your opinion this can be accomplished.



Application Process

The selection process will consist of the following:

- A screening committee will evaluate applicants resumes, supporting material and applications.
- The applicants considered best qualified for the position will be referred to the DAA Fair Board of Directors for further consideration.
- Personal interviews will be scheduled with the most qualified candidates.
- All candidates' applications will be held in strict confidence.
- The DAA Fair Board or its representative reserves the right to contact applicants' references and past employers.
- The DAA Fair Board of Directors will make the final determination.



To Apply

If you are interested in this exciting career opportunity, please Mail completed application, resume, letters of reference and response to the supplemental question to:

CEO Recruitment Committee
Contra Costa Event Park
1201 W. 10th Street
Antioch, CA 94509

For questions contact Joe Brengle (925) 757- 4400 or jbrenple@ccfair.org.