

Exhibit Supervisor
Essential Task Ratings Results

| Task # | Task Statement |
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| 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. |