CLAY COUNTY FAIR ASSOCIATION, INC. – JOB DESCRIPTION

Commercial Exhibits Director (Full Time, Salaried, exempt)

Reports to: CEO/Manager

Job Summary
The Commercial Exhibits Director is responsible for managing and coordinating all commercial exhibits and concessions at the annual Clay County Fair. This position oversees exhibitor recruitment, contracts, financial transactions, vendor relations, and risk management to ensure the successful operation of the Fair's commercial exhibit areas.

Essential Functions:

Commercial Exhibits & Concessions:
- Manage all aspects of commercial exhibits and concessions at the annual Fair, including exhibitor applications, renewals, contracts, fees, location assignments, maps, and related documentation.
- Communicate with exhibitors and concessionaires regarding Fair policies, procedures, requirements, and operational needs.
- Enforce commercial exhibit policies, practices, and procedures to ensure compliance and maintain consistent operations.
- Coordinate exhibit setup with Fair staff, tradesmen, and outside service providers to arrange necessary equipment, rentals, and other setup needs, ensuring commercial exhibit areas are ready for operation.
- Research, identify, and recruit new exhibitors, products, and concessionaires to replace non-returning vendors and enhance the variety and diversity of commercial offerings.

Financial & Record Management:
- Record, track, and maintain accurate financial records for all commercial exhibit transactions, including space rental fees and food and beverage concession percentage payments.
- Process and maintain exhibitor and concessionaire contracts, payments, insurance certificates, and other required documentation.
- Ensure commercial exhibit records and financial information are accurate, organized, and up to date.

Vendor Risk Management:
- Oversee vendor risk management for the Fair & Events Center, including collecting, reviewing, and maintaining required vendor insurance documentation.
- Stay informed of industry trends, practices, and developments related to commercial exhibits, concessions, and vendor risk management.

Other Expectations:
- Be available to work extended hours, including evenings, weekends, holidays, and periods with no days off, during peak operational times, particularly during the annual Fair.
- Perform additional duties and assist with other projects as assigned by the CEO/Manager.

Qualifications:
- Two years post-high school education or two years of related bookkeeping, office management, or administrative experience.
- Strong oral and written communication skills.
- Strong computer skills with proficiency in Microsoft Office programs; familiarity with Microsoft Access helpful.
- Excellent organizational, interpersonal, and customer service skills.
- Ability to manage multiple responsibilities, maintain accurate records, and meet deadlines.
- Ability to supervise staff and coordinate effectively with other departments.
- Positive attitude with a strong focus on teamwork and collaboration.
- Knowledge and appreciation of the Clay County Fair & Events Center.

The above is intended to generally describe this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.