

**California Department of Food and Agriculture
17th D.A.A., Nevada County Fairgrounds
Exhibit Representative I
Duty Statement**

I. Program/Position Identification

The Nevada County Fairgrounds, formally known as the 17th District Agricultural Association, was established in 1884. In addition to the annual Fair, it is home to the Draft Horse Classic, Harvest Fair, and Country Christmas Faire. On the grounds there is an RV Park, Lions Lake, rental facilities, weekly events, weddings, and some of Nevada County's largest outdoor events. The Nevada County Fairgrounds is an economic, social, and cultural treasure for Nevada County with a mission to assure long-term viability; to produce an annual Fair that is safe and fun; and to provide a gathering place for the community that showcases its interests, talents, heritage, and agriculture.

Under the close supervision of the CEO and the Deputy Manager I, the incumbent plans, organizes, and implements all aspects of the competitive exhibits program at the Nevada County Fair, the Draft Horse Classic, and the Country Christmas Faire.

Classification:	Exhibit Representative I
Working Title:	Exhibit Representative I
Position Number:	014-000-4840-999
Location:	Grass Valley
Date Prepared:	August 15, 2019
Work Hours/Shift:	40 hours per week

II. Essential and Non-Essential Job Functions

A. Essential Functions:

Nevada County Fair Competitive Exhibits Program - 40%

- Plan and organize the competitive still and livestock exhibits program for the annual Nevada County Fair.
- Conduct annual review of exhibit Departments, Divisions, and Classes in order to recommend the addition and removal of classes to Fairgrounds Management, with the goal of increasing participation in the exhibits program.
- Conduct annual review of all entry fees and award premiums and make recommendations for changes to Fairgrounds Management.
- Coordinate with the Deputy Manager to develop, publish, and distribute the annual Competition Handbook.
- Serve as the primary point of public contact for questions and technical assistance with the Competition Handbook and the exhibits program.

- Accept and process all online and paper entries for the still and livestock exhibits, following up as necessary with any exhibitors.
- Order all ribbon, banner, buckle and plaque awards and recruit and coordinate sponsors as necessary for the implementation and financial sustainability of the awards program.
- Coordinate with the Deputy Manager to recruit, schedule, and train all temporary still and livestock exhibits staff.
- Coordinate with the Livestock Superintendent on livestock pen layouts and exhibitor placement.
- Develop and execute attractive and informative exhibit displays that follow and comply with all applicable life and safety regulations.
- Prepare or oversee the preparation of all exhibit tags, judging notebooks, livestock weight slips, and other forms needed to clerk and judge all classes.
- File necessary applications and reports with all applicable livestock sanctioning organization(s) and the California Department of Food and Agriculture Equine Medication Monitoring Program.
- Maintain a “master list” of buyer numbers for the Ag Mechanics and Junior Livestock Auctions and oversee the production and distribution of buyer packets, buyer forms, and buyer numbers.
- Coordinate the purchase of supplies and materials for the exhibits program.

Draft Horse Classic and Harvest Fair Competitive Exhibits Program - 20%

- Coordinate with the Deputy Manager to prepare, print and distribute the annual Draft Horse Classic Premium Book and all related entry paperwork.
- Coordinate with the Deputy Manger to prepare, print and distribute the annual Harvest Fair Competition Handbook.
- Coordinate the annual “Art at the Classic”, including overseeing contracted and hired show staff, processing art show entries, selling and placing commercial art booths, creative attractive displays, and ordering awards.
- Develop and execute attractive and informative Harvest Fair displays that follow and comply with all applicable life and safety regulations.
- File necessary applications and reports with any sanctioning organization(s) and the California Department of Food and Agriculture Equine Medication Monitoring Program.
- Coordinate with horse show staff to process and input entries, prepare announcer handbooks, produce class show sheets and input results.
- Order and prepare for show staff, all: ribbons, buckles, plaques, and engravings on perpetual trophies, in addition to recruiting and coordinating sponsors as necessary for the awards program.
- Coordinate with the Deputy Manager to recruit, schedule and train Harvest Faire exhibits staff.
- Oversee all aspects of the Harvest Faire awards program, including sponsor recruitment, ordering all ribbons and plaques, and make premium and other special awards recommendations to Fairgrounds Management.

Country Christmas Faire Commercial and Competitive Exhibits - 20%

- Recruit previous and new commercial vendors to purchase booth space for the annual Country Christmas Faire.
- Recruit previous and new food and drink concessionaires for the event and coordinate as necessary with the Nevada County Environmental Health Department and any other applicable regulatory agencies.
- Develop building layouts and booth placement maps that maximize profitability while following all applicable life and safety regulations.
- Coordinate with the Deputy Manager to identify and contract with event entertainment, including wagon rides, a Santa experience, nut roasting, and ground and stage entertainment.
- Develop and produce a competitive exhibits program for the Country Christmas Faire, including all entry processing, exhibit display, awards and compiling results.
- Coordinate with the Deputy Manager to recruit, schedule and train Country Christmas Faire exhibits staff.
- Develop, implement, and oversee execution of a decoration program for all buildings and outdoor spaces used for the event.

Administrative Duties - 10%:

- Provide phone answering support and front counter customer service duties, as needed
- Provide administrative support assistance to the Deputy Manager and/or CEO, as requested.
- Coordinate with the Deputy Manager and Senior Maintenance staff on the development and accurate and compliant implementation of an equipment inventory program for the Fairgrounds.

Volunteer Program - 5%:

- Coordinate with the Deputy Manager to develop, implement, and oversee a year-round volunteer program to support the operational and event needs of the Fairgrounds.
- Develop and implement a volunteer recognition program.

Other Duties

B. Non-Essential Functions:

Function#1 Miscellaneous duties: 5%

- Perform other job-related duties as required

III. Work Environment

The Nevada County Fairgrounds comprise more than 80 acres of treed grounds and multiple exhibit buildings and livestock barns. The Exhibit Representative will be located in the main administrative office, which is open to the public year-

