

Tanana Valley State Fair

1800 College Rd.

Fairbanks, Alaska 99709

www.tananaValleyFair.org

Position Title: General Manager

Position Type: Full-Time

The Association

The Tanana Valley State Fair Association is a 501c (3) with a Board of Directors of nine civic minded members. 2017 will usher in and celebrate the 93rd annual Fair. The Tanana Valley State Fair is a private entity and the oldest Alaskan Fair, established in 1924.

General Duties

The General Manager is responsible for the Tanana Valley State Fair. The Manager is responsible for overseeing year-round events and maintenance of the facilities and ground including the Tanana Valley Campground. In addition, the General Manger is responsible for administering policies as set by the Board of Directors. All Fair employees and contractors report to the General Manager.

Managerial Abilities

- Speak in public, create and present presentations.
- Effectively communicate verbally and in writing.
- Plans, prioritizes, organizes, and oversees work assignments.
- Analyze and evaluate operations.
- Work independently and in a team environment.
- Maintain a high level of professionalism and confidentiality.
- Work varied hours that may include evenings and weekends.

Essential Managerial Functions

- Establish an annual operational and capital budget for approval by the Board. Good business practices and attention to details is a must.
- Oversees the year-round maintenance and upkeep of the fairgrounds and campground. Assigns and monitors work of the Fair maintenance staff.
- Must demonstrate strong leadership skills.
- Establish and enact long-range capital and operational plans.
- Implement policies, direction and overall goals.
- Make recommendations and advise Board of Directors within the guidelines of the Tanana Valley State Fair Policy Manual.
- Report activities and current industry trends via monthly and special Board meetings, committee meetings, monthly reports, intermittent mailing and personal contact to the Board of Directors.
- Oversees and designates responsibilities of the Fair staff. Recruits, hires, and dismisses staff and oversees staff training. Develops job descriptions and gives performance evaluations.
- Devises strategies and procedures pertaining to fund-raising.
- Attends other fairs and seminars as feasible.
- An AD hoc committee member of all Standing Committees.

- Negotiates contracts on behalf of the association with board approval.
- Must possess knowledge of modern office processes, practices and procedures.

Financial Functions

- Coordinates capital budget and coordinates preparation of an annual operating budget and work within time frame of budget.
- Directs Fair expenditures via Department Heads.
- Review monthly Treasurer's report.
- Approves expenditures.
- Work with accountant on long-range financial plans.
- Possess knowledge of budgeting practices including principles and practices of sound fiscal management.
- Ability to practice basic principles of project management.

Supervisory Functions

- Oversee Fair finances via bookkeeper and tax accountant.
- Oversee alcoholic beverage activities, including distribution, sources and supplies in conjunction with Concessions and Facilities Manager.
- Sit on food concessionaire select committee and help screen applicants.

Promotional Functions

- Serves as the spokesperson for the Fair with the State Legislature, Fairbanks North Star Borough and the City of Fairbanks.
- Promote the Fair via speaking engagements with local and regional organizations and businesses.
- Attends monthly/weekly community luncheon meetings to encourage support and cooperation for Fair projects, including Fairbanks Chamber of Commerce.
- Seeks and liaisons with current and prospective corporate sponsors.

Liaison/ Coordinator Functions

- Alaska State Troopers and City of Fairbanks Police.
- Fair Attorneys or legal entities, consultants and construction firms regarding general project or general policies.
- Review and negotiate annually
 - Midway contracts
 - Insurance contracts
 - Media contracts
 - Entertainment contracts
- Other duties as assigned

Qualifications

- Minimum of 4 years of managerial experience
- A 4 year accredited degree or equivalent experience preferred

Compensation

- Salary commensurate with applicant's education, experience and certifications.

How to Apply

- Email a detailed resume and cover letter including education, experience, references and wage expectation to board@tananavalleyfair.org or by mail to

*TVSFA Board of Directors
1800 College Rd.
Fairbanks, AK 99709-4173*

Application Deadline

- Resumes will be accepted until December 12, 2016 or until the position is filled.
- More information available at www.tananavalleyfair.org.