

JOB ANNOUNCEMENT CARBON COUNTY FAIR

POSITION: Fairgrounds Manager

SCHEDULE: Will vary depending on meeting and event schedules. Involves mandatory availability and possible overtime for large events on the Fairgrounds, including the Renaissance Fair, Home of Champions July Rodeos, and Carbon County Youth Fair.

SALARY: \$25.19 per hour

The Fairgrounds Manager directly reports to the Administrative Officer and is responsible for the planning, organization, and supervision of the daily operations of the County fairgrounds to ensure that all operations are conducted safely, efficiently, and in accordance with the established advisory guidelines of the Fair Board, County Commissioners, and applicable laws. Duties include managing and maintaining fairgrounds operations, buildings, equipment and supplies, and coordinating, scheduling, and overseeing all activities and events held at the fairgrounds. This includes booking all events, ticketing, overseeing setup and takedown for fair events, and publishing fair/event brochures and flyers.

Applicants must be 18 years of age, hold a valid state-issued Driver's License, and be physically able to carry 25-50 lbs. The job requires a minimum of two (2) years' experience or education or a combination of two (2) years experience and education in marketing, public relations and advertising, event planning and facilities use, maintenance and upkeep, and administrative and accounting background.

For more information or to apply: Visit the Carbon County website at <https://carbonmt.gov/discover-carbon-county/careers/>.

First review of applications will be of those received by April 24, 2025, by 5:00pm MDT. Interviews will be arranged after review of applications. Position will remain open until filled.

Carbon County is an equal opportunity employer. Please note in your application if you are claiming a Veterans preference under 39-29-103 MCA or a preference for disability status under 39-30-102 MCA. Employment is contingent on successful completion of a pre-employment drug screening and background check. Qualified applicants will remain in a hiring pool for a maximum of 12 months.

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