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## **Fairgrounds Director Job Description**

### **Background**

The Port of South Whidbey (Port) took ownership of the Island County Fairgrounds in March 2017. The Port has begun the process of renovating the buildings on the property, with the goals of supporting economic development and supporting the community organizations and events that utilize the property, including the annual Whidbey Island Fair event. This is a new position within a reorganization of the Port staff structure at the Fairgrounds. Please note that the Port does not organize or manage the Annual Fair Event; the Island County Fair Association organizes and manages the Fair, with an agreement with the Port for the use of the property for those activities.

### **Position Description**

In general, we are looking for someone with strong project management, organizational, leadership, and marketing skills, with a working knowledge of the unique rural character of South Whidbey Island. This position will manage the Fairgrounds property 24/7 in terms of managing the design, construction and renovation projects occurring at the Fairgrounds, managing and establishing agreements to rent the spaces available, and providing general customer service to tenants, including answering complaints and concerns. Other responsibilities include looking after buildings and other property on the Fairgrounds to make sure it is in good working order and looks clean and well-maintained. The Fairgrounds Director will be responsible for the finances associated with the property.

This position will provide direction and supervise assigned Fairgrounds staff, including hiring and managing performance. Fairgrounds staff includes a full-time maintenance person, a campground host, and other Port staff as needed. After the Fairgrounds Director is hired, it is the intention that the Director will hire a person or firm to perform Marketing and Event Coordination for the Fairgrounds (approximately half time). This position reports to the Port Executive Director.

### **Essential Duties**

The Fairgrounds Director will need to:

- Manage 13 acres and 75,000+ square feet of buildings, including heated event and meeting spaces, unheated event spaces, commercial kitchens, a horse arena, and an RV/camping facility.
- Manage the design and construction aspects of renovation projects at the Fairgrounds.
- Develop and administer Fairgrounds capital and operating budgets, including revenue forecasts, financial analysis, and expense management for the Fairgrounds and renovations; advise the Executive Director and the Port Commission on financial aspects of the Fairgrounds.
- Develop and execute plans for building repair, maintenance and improvement projects in accordance with legal and regulatory requirements.
- Develop a marketing program for the Fairgrounds with assistance from Marketing support (to be hired).
- Facilitate events at the Fairgrounds with assistance from Event Coordination support (to be hired).
- Prepare and implement maintenance management programs, including preventative maintenance.

- Schedule and budget for repairs and maintenance of all systems.
- Develop and implement facility safety and security plans including evacuation plans, alarms, fire prevention, safety equipment and disabled access.
- Establish and maintain working relationships with other local governments, community organizations, etc.
- Manage and supervise the Fairgrounds staff. Responsibilities include prioritizing and assigning work; conducting performance evaluations; ensuring that employees follow policies and procedures; maintaining a healthy, constructive, professional, and safe working environment.
- Development and management of established rental fees for each facility element.
- Negotiate, prepare, administer, and modify contractual lease agreements and rental agreements as required. In the future, event rental agreements may be developed and managed by an Events Coordinator.
- Provide customer service to tenants.
- Manage correspondence.
- Manage inventory.
- Work varied hours, including evenings, weekends and some holidays.
- Travel within the County will be required; some travel outside of County may be necessary.

#### Work Environment

The noise level in the work environment can be moderately loud. There are frequent interruptions and multiple demands. The employee is occasionally exposed to extreme temperatures and inadequate lighting. The employee may be occasionally exposed to chemicals, fumes, odors and dusts.

#### Skills required

A successful candidate must have the ability to manage multiple projects and must have excellent interpersonal and communication skills, including writing, speaking and proof reading skills. Project management skills required include managing cost and schedules. We expect a high level of professionalism and work quality.

#### Minimum qualifications

- Bachelor's degree in business, marketing, or related field and at least four years' experience in project management required. Experience working for local government, including managing public works projects, is desired.
- At least three years' supervisory experience required.
- Valid Washington State Drivers License required.

#### Compensation and Benefits

Compensation will be \$65,000 per year plus reimbursable expenses such as materials and travel outside of normal operations at the Fairgrounds. This position is exempt. In addition the position will earn \$500/month stipend to help with health care costs and \$40/month mobile phone stipend. Position includes the option for supplemental insurance with Colonial Life. Position is eligible for SIMPLE IRA program with 3% Port match after 1 year of successful service with the Port.

#### Application Information

An application should include:

- A resume that reflects your relevant experience
- A cover letter with comments on why you believe you are suited for this position

- A completed employment application
- Signed consent form, for pre-employment screening purposes. Please include copy of current valid driver's license

**ALL INFORMATION WILL BE STRICTLY CONFIDENTIAL**

All application packets must be received in the Port office no later than 4:00 p.m. on Monday March 12, 2018. All applicants will be subject to pre-employment screening and verification of information. Applicant/s selected for a follow-up interview will be notified within two weeks, with the intention of notifying the preferred candidate shortly thereafter for immediate training and assumption of duties.