

# Carlton County Agricultural & Industrial Association

## *Carlton County Fair*

Dear Applicant,

Thank you for your interest in the Carlton County Fair Manager position. Please read through our mission and list of job duties listed below before applying. This position is part time September through May and three-quarter time June through August. Compensation will be based off experience and negotiated with the Carlton County Fair Board. Please email the attached application along with your cover letter and resume to [info@carltoncountyfairmn.com](mailto:info@carltoncountyfairmn.com).

### OUR MISSION

To educate and involve our guests by providing a first class showcase of family-oriented programs that are innovative, entertaining, and fun for all ages. To bring out the best in our youth and the traditions, values, and culture of our generations through participation by all.

### WE STRIVE TO

- Provide a facility that meets the needs of today and tomorrow.
- Showcase the area's finest agriculture, art, talent, and industry.
- Present a forum for the exchange of knowledge and ideas.
- Provide outstanding customer service to all.
- Offer exceptional value in all venues.
- Provide a safe, clean environment that is accessible to all.
- Create unique experiences for all ages.
- Be the center for all that is Carlton County, our past, our present and our future.

Job duties include the following but not limited to and shall be always performed with the best interest of the fair:

- Act as the secretary for the board
  - Maintain and keep the office records of the Association.
  - Electronically record all meetings of the Board, Executive Committee, Special Called Board meetings, and/or membership meetings and the Annual Membership Meeting. Transcribe all minutes using the electronic device recordings and handwritten notes.
  - Chair the annual fair premium catalog with the assistance of all Board Members
  - Maintain minutes of all meetings.
  - Maintain an attendance record of all meetings.
  - Help the board in administering passes for annual fair.
  - Perform other duties as assigned by the board.
  - Transfer to a member of the Executive Committee all necessary paperwork, documentation, and other fair-related materials associated with this position in a timely manner of vacating the position.
- Maintain insurances.
- Pay bills, payroll & work with the accountant to maintain financials.
- Communicate with Superintendents for each division of the fair.

- Schedule open class judges
- Oversee and help find vendors, entertainers, musicians for fair week. Maintain contracts, insurance and collect fees for each vendor.
- Write yearly grants and keep records to close grants .
- Oversee building rentals and contracts.
- Keep office organized and stocked.
- Hire fair week employees.
- Prepare yearly budget presentation for the county.
- File delegate paperwork for Minnesota Federation of County Fairs yearly.
- Coordinate yearly January convention registration and accommodations.
- Respond to emails and voicemails.
- Keep website up to date.
- Work with Carlton County 4-H.



# Carlton County Fair Manager Application

**Employment Application – PRINT, FILL OUT, SCAN & EMAIL TO:** info@carltoncountyfairmn.com

## Applicant Information

Full Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Dates Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Hours available: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

## Job History

Employer \_\_\_\_\_ Position \_\_\_\_\_ Dates Employed \_\_\_\_\_

Job Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_ Dates Employed \_\_\_\_\_

Job Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_ Dates Employed \_\_\_\_\_

Job Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

### References

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_ Phone \_\_\_\_\_

### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

*Carlton County Agricultural & Industrial Association is an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, veteran or disability status.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_