



ADVISORY BOARD JOB DESCRIPTION

Kitsap County Fair Board

JOB TITLE: Commercial Exhibits Director

LOCATION: Kitsap County Fairgrounds

JOB SUMMARY:

Acts as an advisor within the Fair Advisory Board and Fair Management in making recommendations to the Kitsap County Board of Commissioners. The Commercial Exhibits Director is responsible for coordinating and overseeing commercial exhibits for the Kitsap County Fair and helps insure variety and quality in exhibits.

JOB DUTIES (include but are not limited to):

The Commercial Exhibits Director:

- Assists in the selection of new commercial exhibitors
- Assists in placement of commercial exhibitors during the Fair
- Monitors exhibitors for attendance, quality and adherence to all Fair rules
- Assists in arrangements for judging commercial exhibits
- Recruits judges as necessary
- Monitors volunteers and sponsors for attendance, quality and adherence to all Fair rules
- Assists with any problems that may occur with regard to commercial exhibitors, including placement, location, passes, non-payment and failure to comply with Fair rules
- Recommends Commercial Building improvements to Fair Advisory Board and Fair Management
- Performs all other duties as assigned

SKILLS AND QUALIFICATIONS:

- Must be available full time during the week of Fair
- Must be willing to participate in monthly Fair Board Meetings.

RESPONSIBLE TO:

- Kitsap County Board of Commissioners

Applications will be accepted until the position is filled.

For more information on Kitsap County advisory boards, councils and commissions, visit Advisory Board positions, visit www.kitsapgov.com/boards/ or contact Rebecca Pirtle, Volunteer Services Coordinator at (360) 337-4650, rpirtle@co.kitsap.wa.us .

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