



ADVISORY BOARD JOB DESCRIPTION

Kitsap County Fair Board

JOB TITLE: Entertainment Director

LOCATION: Kitsap County Fairgrounds

JOB SUMMARY:

Acts as a program coordinator within the Fair Advisory Board and Fair Management in making recommendations to the Kitsap County Board of Commissioners. The Entertainment Director is responsible for organizing stage entertainment for the Fair.

JOB DUTIES (*include, but are not limited to*):

The Entertainment Director:

- Collects and reviews entertainment promotional packs
- Recommends entertainment to the Fair Advisory Board and Fair Management
- Organizes schedules for performance stages
- Works within established budget for operating supplies
- Provides Fair Management with compilation of entertainment
- Coordinates stage managers. Prepares daily schedule guides for each stage and sound manager. Guides include a copy of the signed contract, daily entertainment schedule and stage layout for that performance
- Provides Fairgrounds Maintenance and Fair Management with a color-coded entertainment guide to schedule necessary set-up of stages, chairs and tents
- Maintains communication with performers and assists with performance confirmation
- Assures entertainment is on schedule and runs according to the programming
- Monitors volunteers and sponsors for attendance, quality and adherence to all Fair rules
- Recommends entertainment negotiations and improvements to the Fair Advisory Board and Fair Management. Submits a final report after the fair
- Performs all other duties as assigned

SKILLS AND QUALIFICATIONS:

- Must have experience in entertainment organization
- 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 .

Updated January 2012