



## **ADVISORY BOARD JOB DESCRIPTION**

### **Kitsap County Fair Board**

**JOB TITLE:** Still Exhibits Director

**LOCATION:** Kitsap County Fairgrounds

**JOB SUMMARY:**

Acts as part of an advisory body to assist the Fair Advisory Board and Fair Management in making recommendations to the Kitsap County Board of Commissioners. The Still Exhibits Director is responsible for organizing and supervising Open Class and 4-H still life exhibits and entries and ensures compliance with safety regulations.

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

The Still Exhibits Director:

- Works directly with all Open Class and 4-H Superintendents to ensure smooth operation within departments
- Reviews premium book changes submitted by Superintendents
- Oversees Open Class entry procedure
- Enforces premium book rules, especially with regard to entries
- Oversees and assists in preparation of Open Class and 4-H still exhibits building
- Oversees and assists in Open Class display arrangements
- Recruits judges as necessary
- Encourages Superintendents and Board Members to attend training classes, such as Super School
- Works with decorators, staff and Superintendents
- Ensures all Superintendents get supplies and awards that are needed.
- Monitors volunteers and sponsors for attendance, quality and adherence to all Fair rules
- Recommends system, building and/or display layout improvements to the Fair Advisory Board and Fair Management
- Assists with the preparation of the Fair budget and works within budget restraints
- 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:**

- Parks and Recreation Director and the Kitsap County Board of Commissioners

I have read and agree to perform the duties listed above to the best of my ability. I will observe the position description guidelines and the directions of the Fair Manager and Parks and Recreation Director.

I understand that Kitsap County shall indemnify, hold harmless, and defend County volunteers for liability that may arise from acts or omissions committed when acts or omissions were made in good faith during the course of and within the scope of an assigned volunteer activity and their volunteer position description.

Signed: \_\_\_\_\_ dated \_\_\_\_\_

**POSITION UPDATED:** January 28, 2009