



ADVISORY BOARD JOB DESCRIPTION

Kitsap County Fair Board

JOB TITLE: Rodeo Director

LOCATION: Kitsap County Fairgrounds

JOB SUMMARY:

Acts as an advisor to assist the Fair Advisory Board and Fair Management in making recommendations to the Kitsap County Board of Commissioners. The Rodeo Director is responsible for overseeing all rodeo performances and any event scheduled in the stadium during the Kitsap County Fair.

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

The Rodeo Director:

- Recommends selection of the Stock Contractor, Announcer, Clown and Bullfighter
- Makes recommendations and assists in the promotion of the Fair and Rodeo
- Supervises the rodeo committee to ensure proper rodeo preparation and operation
- Works with the Stock Contractor(s) and Rodeo Secretary to ensure procedures are followed
- Organizes stadium parking and camping and provides passes for rodeo contestants
- Assures smooth operation and performance of rodeo during the Fair
- Assists in scheduling the events of the rodeo
- Ensures that the rodeo is run on schedule and according to the program
- Assists in the set-up of events held in the stadium during the Fair
- Monitors volunteers and sponsors for attendance, quality and adherence to all Fair rules
- Recommends stadium and rodeo grounds improvements to the Fair Board and Fair Management
- Must work within budget constraints
- Performs all other duties as assigned

SKILLS AND QUALIFICATIONS:

- Must have experience in rodeo organizations
- 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

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 .