ADVISORY BOARD JOB DESCRIPTION

Kitsap County Fair Board

JOB TITLE: **Rodeo 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 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
- Assists with the preparation of the Fair budget and works within budget restraints
- Performs all other duties as assigned

SKILLS AND QUALIFICATIONS:

- Must have experience in rodeo organizations
- Must be willing to travel to the PRCA Rodeo Finals to help negotiate contracts
- 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