

Hampshire, Franklin and Hampden Agricultural Society

THREE COUNTY FAIR

POSITION: GENERAL MANAGER-FULL TIME

Hampshire, Franklin and Hampden Agricultural Society is in search of a General Manager to organize and direct day to day operations of the Three County Fairgrounds and manage the ongoing success of the Three County Fair, America's oldest continuing operating County Fair/Agricultural Society, which occurs annually on Labor Day weekend, and hosts upwards of 40,000 attendees. The Three County Fair is a 501(c)(3) Nonprofit Corporation, overseen and supported by a six member Executive Committee and a twenty-four member Board of Directors, seven full and part-time employees and over one hundred fifty volunteers. The General Manager has year-round responsibility for the management of all events and activities at the Three County Fairgrounds.

Job Summary:

Using considerable independent judgment and initiative, the General Manager directs all aspects of the operations of the fairgrounds including the Three County Fair. Working under the direction of the Fair's Board of Directors, the General Manager is responsible for marketing and promotion of the Fair and related community events, grounds and facility rentals as well as the coaching and support of Fair employees.

This is an ideal opportunity for someone with business management and development experience who desires to lead the Fair in its mission to be a vibrant community partner in the celebration and promotion of agriculture, rural living and sustainability.

Skills and Qualifications:

- Bachelor's Degree in Business, Communications, Marketing, Public Relations, or related field, or equivalent combination of education and experience.
- 10+ years of experience in progressively responsible management positions.
- Demonstrated knowledge and experience preparing and executing marketing plans to promote sales and business development.
- Project management practices and procedures for the planning, preparation, promotion, and execution of multiple events
- Knowledge and experience of land and building infrastructure planning, development and maintenance including trade practices, principles and procedures of grounds and facility systems within safety and legal standards. Ability and desire to establish and maintain effective working relationships with external and internal contacts including members of the Board, employees, vendors, clients and customers.
- Experience with principles and practices of annual budgeting and fiscal management and nonprofit reporting and accounting.
- Ability to work varied hours, including some evenings and occasional weekends.
- Exceptional communication and interpersonal skills coupled with strong negotiation skills
- Demonstrated ability to hire, train and manage high performing employees
- CFE or candidates for CFE preferred.

To apply:

Cover Letter, resume and salary requirements may be submitted via email to bruce@threecountyfair.com

The Three County Fair is committed to providing accommodation for persons with disabilities. If you require accommodation, we will work with you to meet your needs.