

**St. Joseph County Grange Fair Association**  
Centreville, Michigan

## **FAIR MANAGER**

The St. Joseph County Grange Fair Association is seeking a highly motivated, organized, and community-minded professional to serve as our next Fair Manager. This is a unique leadership opportunity to guide the year-round operations of the fairgrounds and oversee the planning and production of one of Michigan's longstanding county fairs.

We are looking for a candidate who is both a strategic thinker and a hands-on leader someone who can manage details, inspire people, and carry forward the tradition and growth of the St. Joseph County Grange Fair.

### **Position Overview**

The Fair Manager is responsible for the day-to-day operations of the fairgrounds and for overseeing all aspects of the annual St. Joseph County Grange Fair. This includes planning, preparation, promotion, budgeting, marketing, compliance, and production of the Fair and off-season events.

### **Key Responsibilities not limited to the following**

#### **Leadership & Administration**

- Recruit, supervise, train, and evaluate staff
- Maintain employee records and oversee payroll coordination
- Maintain organized financial, operational, and policy records
- Attend all Fair Board and Association meetings
- Exercise independent judgment and creative problem-solving

#### **Operations & Compliance**

- Oversee year-round use and rental of fairgrounds facilities
- Negotiate and manage contracts for grounds usage
- Maintain property and equipment inventory
- Respond to alarms, emergencies, and facility issues
- Ensure compliance with Fair bylaws, policies, and applicable local, state, and federal regulations, including requirements of the Michigan Department of Agriculture and Rural Development

#### **Financial Management**

- Coordinate monthly financial duties with the Financial Administrator and Board Treasurer
- Prepare the annual Fair budget in coordination with the Budget and Finance Committee

- Assist with audit preparation
- Evaluate and coordinate insurance coverage with Board approval
- Complete required reports, including the 120-day report

### **Fair Production & Programming**

- Work with the Fair Board to develop quality programming and entertainment
- Coordinate schedules with 4-H, FFA, and other recognized youth organizations
- Manage vendor applications, booth assignments, permits, and insurance requirements
- Oversee sponsorships and donations
- Manage publication of the Fair Premium Book
- Coordinate judges, awards, ribbons, and trophies
- Implement marketing and advertising plans in collaboration with the Marketing Committee

### **Community & Industry Engagement**

- Maintain strong relationships with local, county, and state partners
- Represents the Fair at industry meetings and conventions, including those hosted by the not limited to the Michigan Association of Fairs and Exhibitions
- Stay current on trends in county fair management and event programming

### **Qualifications**

- Degree in recreation/tourism, event planning, public relations, marketing, business, or related field preferred (equivalent experience considered)
- Demonstrated leadership and supervisory experience
- Strong organizational, communication, and problem-solving skills
- Experience in budgeting and financial oversight
- Knowledge of marketing and event management principles
- Ability to work both indoors and outdoors in varied weather conditions
- Valid driver's license required

The ideal candidate will be community-oriented, highly organized, adaptable, and committed to promoting the Fair and fairgrounds year-round.

### **Compensation**

**Salary is negotiable and will be based on experience, qualifications, and demonstrated leadership ability.** We are committed to finding the right professional fit for our organization.

### **How to Apply**

Qualified candidates should submit a resume:

Email: **[bweston@sjcgfair.com](mailto:bweston@sjcgfair.com)**

Or deliver in person to the Fair Office

**Application deadline: 5:00 PM, Friday, March 13, 2026**

Candidates selected for interviews must be available to meet on **March 16 and/or March 17, 2026.**

The St. Joseph County Grange Fair Association seeks a dedicated leader who values tradition, community engagement, and operational excellence. If you are ready to make a meaningful impact and guide the future of the Fair, we encourage you to apply.