



## **JOB DESCRIPTION**

### **MARYLAND STATE FAIR & AGRICULTURAL SOCIETY INC.**

**Position Title:** Assistant to the General Manager

**Reports to:** General Manager

**Supervision by General Manager:** The Assistant to the General Manager shall be supervised by and reports directly to the General Manager and such personnel as may be assigned by the General Manager. The Assistant to the General Manager will be reviewed annually in October through a performance evaluation with the General Manager and President of the Board of Directors, using performance evaluation best management practices.

**Scope of Position:** The Assistant to the General Manager performs a wide variety of functions including assisting the General Manager with maintaining and operating the Maryland State Fair and the Maryland State Fairgrounds, including reviewing and compiling financial statements, reports and other performance data to achieve goals; Assist with long-term facility and operations planning for the Maryland State Fair and Maryland State Fairgrounds; Assist with employee training and support in various areas. Possesses excellent communication and interpersonal skills. Report to the General Manager on any issues, concerns or problems in a timely manner.

**Position:** The Assistant to the General Manager is responsible for working with the General Manager to:

- Carry out all duties assigned.
- Assist with budget and finance reporting.
- Assist with the drafting and negotiation of contracts and communications including sponsorships, vendors, etc.
- Assist in legislative matters with lobbyists and other Fair representatives.
- Explore/search and support applications for grants and other financial opportunities.
- Assist with coordinating Executive Committee and Board of Directors meetings/annual Stockholders meeting.
- Participate in staff meetings and other relevant Assistant to the General Manager responsibilities as a critical member of The Maryland State Fair team.
- Attend meetings, special events and meetings as needed/requested by the General Manager.
- Provide monthly written staff report.

**Experience and Qualifications:**

- Bachelors degree and experience in providing support for upper-lever management in a related organization.
- General knowledge of business operations including event oversight, and excellent customer service.
- Excellent skills in writing, communications, as well as social media.

- Excellent skills in creating, leading, and facilitating in a team environment.
- Excellent Microsoft Office® skills, especially PowerPoint and Excel, and data management systems knowledge.
- Ability to conduct research, compile data and conduct financial analysis.
- Ability to work independently.
- Being able to organize, prioritize, and complete assignments.
- Ability to hold confidential information within the MDSF and from the public that is directed by the General Manager, Board of Directors and key stakeholders.
- Ability to regularly and effectively communicate with individuals and groups including the general public and city, county and state officials, commissions and agencies, as well as staff and the Board of Directors.
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- General knowledge of agriculture.

**Work Hours:**

The Assistant to the General Manager is a salaried position with workday hours of 8:00 a.m. to 4 p.m. (but not limited to) work week and thereafter as needed to address emergencies and other critical situations affecting the Maryland State Fair and Agricultural Society (“MDSF”). However, special events hosted or conducted by the MDSF/MDSF Fairgrounds including, but not necessarily limited to, the annual Maryland State Fair, will require extended hours. All of these hours have been considered in setting the salary level for the Assistant to the General Manager. Salary and benefits commensurate upon skills and experience.

The above is intended to generally describe this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Employee recognizes and agrees that the MDSF may change Employee’s duties, hours and this Job Description at any time without prior notice.

**Please send resume with references, by November 15<sup>th</sup>, via mail or email to:**

**Ms. Barbara McDaniel  
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