



Brown County

25 Market Street
Aberdeen, SD 57401
www.brown.sd.us

Event Coordinator

County Fair

Wage: \$25.43/hour

Opening date: 08/05/2025

Closing date: 08/22/2025

JOB SUMMARY

This position assists in the coordination, planning, promotion, and implementation of fairground events throughout the year, including the Brown County Fair.

MAJOR DUTIES

- Processes bills; balances budget; reviews and prepares invoices for payment; reconciles fair revenue records; obtains proof of vendor insurance; and purchases office supplies.
- Coordinates fairgrounds camping, leases, and payment procedures; coordinates vendor reservations, contracts, and payments.
- Assists with management and designing of graphics, including annual fair signage, posters, fair books, pocket schedules, and advertisements; assists with radio and television advertisements.
- Manages social media accounts and Brown County Fair and Fairgrounds websites; builds and maintains websites as needed.
- Coordinates use of the Brown County Fair liquor license.
- Supervises part-time personnel, including fair interns, trash crew, bartenders, and office staff; assists in hiring judges for Competitive Exhibits and Livestock competitions.
- Attends board and committee meetings to provide information and assistance.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of event management principles and practices.
- Knowledge of graphic design principles.
- Knowledge of social media and website management principles.

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- Knowledge of general bookkeeping principles.
- Knowledge of county and departmental policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in prioritizing and organizing work.
- Skill in recruiting and coordinating the work of volunteers and part-time staff.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The County Fair and Park Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include county ordinances, Fair Board bylaws, and county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied event coordination duties. The variety of tasks associated with coordinating the county fair contributes to the complexity of the position.
- The purpose of this position is to assist in coordinating the annual Brown County Fair. Success in this position results in successful annual county fairs.

CONTACTS

- Contacts are typically with co-workers, 4-H representatives, campers, vendors, sponsors, members of the Fair Board, other county personnel, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position coordinates the work of seasonal part-time staff.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of South Dakota for the type of vehicle or equipment operated.

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APPLY BY

Submit Brown County application to:

Brown County
Human Resources
25 Market St.
Aberdeen, SD 57401

Fax: 605.725.2355

Email: Humanresources@browncounty.sd.gov

Email: Allison.Tunheim@browncounty.sd.gov

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