

# OPEN CLASS SUPERINTENDENT JOB DESCRIPTION

Selection of the superintendents shall be made by the Fair Board

## RESPONSIBILITIES:

1. The superintendent may choose one assistant superintendent.
2. Appoint person(s) to assist you with check-in, clerking and show day activities. Hire judge(s) for Fair. Please send the completed judges agreement to the attention of Brian Cain no later than June 1<sup>st</sup> by 5:00pm.
3. Attend superintendent or related meetings.
4. Be sure project display is set-up properly for fair week. See that exhibitors keep area clean and attractive.
5. Set up your judging area prior to the judge's arrival. (Cover tables, prepare necessary forms, get supplies, etc.)
6. Assist the judge and clerks. Answer questions and monitor judging.
7. Submit a list of all Judges' Choice winners for newspaper article.
8. Make sure all forms are correctly completed and appropriate awards given out.
9. Take down judging area and return supplies and any unused ribbons to the fair office.
10. Evaluate your area for improvements.

TIME REQUIRED: Clean-up days and fair week. You must be available on judging day. Be present, or have a designated representative at the exhibit building to monitor the removal of exhibits and removal of displays and clean up.

DESIRABLE SKILLS: Knowledge of your area and the guidelines for your area.

RESIGNATIONS: Please place your resignation in writing and send to the fair office to the attention of Brian Cain.