

Illinois State Fair
Competitive Events
Superintendent Postings

Position Title: Textiles Superintendent

Division: General

Issued: October 17, 2024

Deadline: October 30, 2024

Application Process: Application should include resume with related work history and three personal references

Mail:

Illinois State Fair

Office of Competitive Events

P.O. Box 19427

Springfield, IL 62794

Email:

AGR.FairInfo@Illinois.gov

Subject line: Superintendent Posting

Job Summary: Under the direction of the Competitive Events Manager and State Fair Manager, the position provides coordination and leadership for the Textiles Show at the Illinois State Fair. Ensures a fair, unbiased exhibition opportunity for all exhibitors; and a safe, healthy environment for exhibitors and visitors. Further, the Superintendent is expected to model and demonstrate integrity and a passion and commitment to the success of the State Fair as a showcase for Illinois Agriculture.

Essential Duties and Responsibilities: (Related duties may be assigned.)

- Demonstrate strong communication and collaborative leadership skills that engage others in decision-making.
- Work with ISF Management to introduce innovative ideas, implement change, and achieve results in a unique and highly intense fair environment.
- Attend Pre-Fair and Post-Fair meeting throughout the year and be available to answer questions regarding the area of responsibility as needed.
- Recommend for approval appropriate schedules, rules, and classes for the shows.
- Recommend ways to grow the department, thus the number of entries in the Department.
- Establish and coordinate specific procedures for processing and verifying entries in the shows, including check-in and check-out procedures.
- Provides for the accurate display and disassembly of exhibits and entries.
- Identify Assistant Superintendents and volunteers to ensure the shows are timely and efficient.
- Submit all equipment, supply, sign, and form requests in a timely manner.
- Secure show judges and announcers.
- Distribute ribbons and trophies.
- Ensure all show results are completely and properly recorded and reported.
- Oversee show set-up and clean-up.
- Oversees all elements of the Style Show during the Fair.
- Coordinates all special awards between Competitive Events and the award givers.
- Serve as the initial arbitrator in rule interpretation and dispute with fairness and lack of bias, based off the rules established in the Illinois State Fair Premium Book.
- Coordinate all activities through and maintain complete and open communication with Competitive Events Staff.
- Other duties as assigned by State Fair management.

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General Qualifications:

To perform this role successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications:

- 21 years of age;
- Experience in the area of textiles
- Excellent organizational, time management, and interpersonal skills
- Experience coordinating and supervising textile or general shows at the county, district, regional, state and/or national level(s);
- Experience working with others in similar supervisory roles to ensure coordinated rule development and enforcement, event coordination and management, shared resource distribution, a fair and unbiased exhibition opportunity for all exhibitors, and a safe and healthy fair environment for exhibitors, and visitors.
- Experience at the Illinois State Fair is preferred.

Reports to: Competitive Events Manager

Supervision Exercised: Functional supervision is exercised over Assistant Superintendents, and volunteer staff.

Physical Demands: Reading, speaking, lifting, bending, standing, walking and sitting. Must be able to lift up to 25 pounds. Must be able to communicate by phone and email.

Background: The ideal candidate is someone who is able to work part-time hours from January to July, with more hours required leading up to Fair, and that can commit additional time during the 11-day Fair (early-mid August). Work can be done evenings, weekends and remotely leading up to Fair. Beginning the weekend prior to the first day of Fair this position is expected to be present for any department-related events (i.e. contests, demonstrations, entry check-in, entry judging, entry display, entry pickup) occurring during Fair and could be up to 10+ hours/day on judging days and days of the Fair.

NOTE: Immediate family members cannot exhibit in a Superintendent's department. Immediate family members are defined as spouse, parents, step-parents, children, step-children, brothers, sisters, step-brothers or step-sisters. Applicants who can reasonably anticipate an immediate family member may show in the Textiles Show at the Illinois State Fair are advised that if they are selected for the position, their immediate family members will not be able to participate in the show.