

Des Moines County Fair Secretary / Fair Manager

Position Summary

The Des Moines County Fair Secretary/Fair Manager is responsible for providing administrative support and coordinating the planning, organization, and operation of the annual Des Moines County Fair. This position works closely with the County Fair Board, exhibitors, vendors, volunteers, sponsors, community organizations, and the public to ensure a successful, organized, safe, and enjoyable fair.

The position is part-time throughout the year, with increased hours and availability required in the weeks leading up to and daily on-site availability during Des Moines County Fair.

Essential Duties and Responsibilities

- Coordinate the planning and day-to-day administration of the Des Moines County Fair.
- Serve as a primary point of contact for the Fair Board, exhibitors, vendors, volunteers, sponsors, and the public.
- Schedule and coordinate Fair Board meetings; prepare agendas, take meeting minutes, and maintain official records.
- Maintain fair records, correspondence, contracts, permits, applications, schedules, and other administrative documents.
- Coordinate exhibitor registration, entries, deadlines, and communications for Des Moines County Fair lead events.
- Coordinate vendor and concession applications, contracts, locations, and schedules.
- Assist with recruiting, scheduling, and communicating with volunteers and fair staff.
- Coordinate entertainment, demonstrations, contests, special events, and other fair activities.
- Assist with the preparation and administration of the annual fair budget.
- Process invoices, receipts, deposits, and other financial paperwork in coordination with the Fair Board Treasurer.
- Maintain accurate financial and administrative records as required by the Fair Board.
- Communicate with county officials, emergency services, law enforcement, health officials, insurance representatives, and other agencies as necessary.
- Assist with obtaining required permits, licenses, insurance documentation, and inspections.
- Coordinate fair publicity, advertising, social media, website updates, press releases, and community outreach.
- Respond promptly and professionally to questions, concerns, and requests.
- Assist with fairground setup, signage, vendor coordination, exhibitor check-in, daily operations, and cleanup.
- Help ensure fair rules, policies, safety procedures, and applicable regulations are followed.
- Attend and assist with the operation of the Des Moines County Fair, including evenings and weekends as needed.

- Prepare post-fair reports and assist with evaluating the fair and planning for the following year.
- Perform other duties as assigned by the Des Moines County Fair Board.

Qualifications

- High school diploma or equivalent preferred.
- Previous experience in office administration, event planning, customer service, nonprofit organizations, county government, or fair/festival operations preferred.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to work independently and manage multiple projects and deadlines.
- Ability to work effectively with volunteers, board members, vendors, exhibitors, youth organizations, and the public.
- Basic computer skills, including email, word processing, spreadsheets, and social media.
- Ability to maintain confidentiality and handle sensitive financial and administrative information appropriately.
- Professional, dependable, friendly, and community-oriented attitude.

Work Schedule

This is a **part-time position with a flexible schedule**. Hours will vary depending on the time of year and the needs of the Des Moines County Fair.

Work hours will increase during the months and weeks leading to the fair and will include **evenings, weekends, set-up days, fair days, and cleanup** as necessary.

Application

Interested applicants should submit a resume to:

Des Moines County Fair
13086 Pfeiff Rd
Burlington, IA 52601

Application Deadline: October 28th, 2026

Hiring Process: Applications will be reviewed by the Des Moines County Fair Board within seven days of the application deadline. Once the review is completed applicants will be contacted for an interview.

The County Fair Board is an equal opportunity employer.