Northwestern Michigan Fair Livestock Superintendent Job Description.

Responsibilities:

Familiarize yourself with the specie requirements of both open and 4H._____

Attend superintendent and fair board meetings. ____

Meet with your assistant and the 4H specie person to plan exhibit area, work, schedule, complete department request forms. ____

Hire the judge as soon as possible, talk to them about your expectations of them. Keep in contact with them throughout the year, don't let the interview be the last conversation you have with them. Arrange for someone to meet them at the gate. ____

Fill out critique form, from MSU. Have judge critique our program for any suggestion to improve our program.____

Before the Fair:

Work with the 4H Specie Chairperson in setting up show times and Barn/Fair clean up.____

Make arrangement for ring time (show and exercise time), set up, take down, and sound system. ____

Spend time to check over your area to see if you need to order new equipment and supplies or repair some equipment. Submit request with approximate cost. ____

Find out the number of exhibitors there will be for the different open classes and adjust the classes as the numbers see fit. ____

Have exhibitors [ut up signs on their pens/cages to tell the public about their exhibits, such as breed, age and sex of the animal. The more information we can give the public as they pass through the fair displays and buildings the more they will understand the projects. ____

Get Judging sheets and ribbons. Notify ribbon person of number of ribbons you will need. ____

Arrange for any additional Adult assistance needed to help inspect any and all animals arriving onto the fairgrounds prior to exiting the trailers/cages. ____

Review pre-registrations to see how many items are missing. Check with the exhibitors to make sure they are in the correct classes.

Animal arrival day:

Meet with exhibitors as they arrive and before the animals are unloaded. Collect health papers, copy of sales receipt, check the general health. Any animal showing signs of sickness/disease and/or parasites will be sent home. Supervise the unloading of the animals.____

Fair week:

Attend Livestock/Superintendent meetings each morning, ____

Enforce Fair rules. ____

Help supervise Open and 4H Barn Duty to ensure a clean barn. Check everything is in neat and clean order. REMEMBER: This is your department, so you want to make sure it is presentable to the public. Market you barn! i.e. invite a future exhibitor to the fair next year, that may not be part of a 4H club. Kids of any age are welcome!! That's what the fair is all about! ____

Keep fire lanes clear. ____

Be available to answer questions or concerns that anyone might have. ____

Wear appropriate identification. _____

Judging Time:

Meet with your assistant have them get the judging table ready. _____

Meet with your judge, at least, 30 minutes before show time. Be friendly, great them with a smile. They are our guests, treat them as one in your home. ____

Review the judging sheets with the Judge and make them aware of any special instructions, should be done prior to the day of arrival. Do not discuss the exhibits with the Judge, but answer any questions that the Judge asks about each class. ____

Call all classes, and who's on deck. ____

Check and make sure the judges sheets are completed and take inventory of the ribbons ans return everything to the fair office. ____

After the Fair:

Write a summary of the suggestions for improvement for the next year. _____

Secure recommendations for a judge for the next year, you can only have the same judge for 2 consecutive years. _____

Chain of Command for any problems in the barn:

1. Exhibitor and the parent
2. 4-H Specie person/ Livestock council if it involves a 4H issue
3. Open Superintendent. For any animal health issues contact the Animal Superintendent/ Fair Board. We will contact the Fair Veterinarian. (For any animal health issues we reserve the right as the final say. i.e. the buck stops here!)

_____

Superintendent sig./ date   Fair Board Animal Superintendent/date

_____

Specie representing