

The Linn County Fair
PO Box 329
Central City, IA 52214
DATE: March 30, 2014

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FOR IMMEDIATE RELEASE

General Fair Manager Available

The Linn County Fair Association is seeking a General Manager to oversee the day-to-day operation of the Linn County Fair Grounds, Lynn Dunn Memorial Building and other special events on the fairgrounds. Responsibilities will include overseeing the grounds and grounds keepers, managing the Lynn Dunn Memorial (LDM) Building, managing and promoting rentals of the LDM building, managing The Linn County Fair Association's Partnership Program, general bookkeeping duties, fair week duties and other duties as assigned by The Linn County Fair Association Board of Directors.

JOB SPECIFICATIONS INCLUDE:

- **Prior fair or event planning experience**
- **Quick learner**
- **Ability to attend all monthly The Linn County Fair Association board meetings, held on the 2nd Tuesday of each month**
- **Flexible schedule with availability to work some weekends**
- **Strong organizational skills**
- **Ability to work a minimum of 30 hours per week**
- **A four (4) year degree or equivalent work experience**
- **Detail oriented individual**
- **Ability to lift 50 lbs**
- **Basic computer skills**

**For complete job description go to:
<http://thelinncountyfair.com/job-opening.html>.**

**Please submit cover letters and resumes via email to:
jobpostings@thelinncountyfair.com or by mail to:
The Linn County Fair Association
Attn: Personnel Committee
P.O. Box 329
Central City, IA 52214-0329**