

WISCONSIN STATE FAIR PARK

POSITION OPENING

Agriculture Operations & Administrative Coordinator

POSITION DESCRIPTION

The Wisconsin State Fair Park (WSFP) is seeking an experienced individual to implement Wisconsin State Fair agriculture programs. With limited supervision, the Agriculture Operations & Administrative Coordinator is responsible for supporting or executing department tasks including, but not limited to, changeovers, offsite lots, set-up and teardown of exhibits and administrative support. Under the general direction of the Director of Agriculture, this role serves as a member of the Agriculture Department.

EMPLOYMENT TYPE

This position is an unclassified, Dual-Limited Term Employment (LTE) position within the State of Wisconsin employment system, working an average of 40 hours per week throughout the calendar year. Annual hours worked will not exceed 2,078.

COMPENSATION & BENEFITS

The starting wage for this role will be based on qualifications. A comprehensive fringe benefits package, including health and dental insurance, life insurance and disability insurance is available after a minimum employment period is met. Annual hours worked will not exceed 2,078. **Paid time off for vacation, holidays, etc. is *not* included as part of the benefits package.**

WHO CAN APPLY

This position is open to all internal WSFP staff who meet the outlined criteria.

ESSENTIAL FUNCTIONS

Agriculture Operations

- Serve as the lead contact for all changeovers
- Coordinate/work with individual species superintendents during Fair
- Create and maintain all documentation for changeovers including but not limited to manuals, instructions, maps and flow charts
- Serve as liaison between the parking company, gate personnel, admissions and exhibitors
- Compile and analyze data related to changeovers
- Coordinate details of offsite lot leases with lessees
- Coordinate bus schedules and routes for offsite lots
- Coordinate with gate staff and offsite lot superintendent for changeovers
- Coordinate and execute set up, teardown and storage of temporary fair exhibits including, but not limited to Neighborhood Corral, Discovery Barnyard, Sheep and Swine Barn, Swine and Goat Barn, Double Deck Barn, Livestock Barns, Milkhouse, Poultry & Rabbit Palace and Coliseum
- Develop a calendar for all annual outside projects including personnel needs
- Coordinate equipment safety training in tandem with facility services
- Establish and maintain partnerships within the agriculture community
- Integrate technology where applicable
- Assist with onboarding fair-time staff for effective program operations
- Help train seasonal fair-time assistants

Administrative Duties

- Assist with animal health coordination
- Support t-shirt design, ordering, and distribution
- Create, schedule, and award signage
- Assist with DNA mailings and receipt distribution
- Complete data entry, process receipts, and coordinate communication with exhibitors
- Schedule and confirm dorm reservations
- Proof department documents
- Perform department mailings
- Assist with non-Fair-time competitions
- Database maintenance
- Attend industry competitions, seminars and meetings as required
- Assist with ordering, proofing, and distributing awards
- Perform other related duties as assigned

QUALIFICATIONS

- Evidence of agricultural knowledge
- Strong organizational and administrative skills
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Knowledge of entry-based software and processes
- Ability to make informed decisions, accurate observations and maintain a professional demeanor in a variety of interactions
- Effective oral and written communication skills using appropriate grammar and spelling
- Knowledge of and comfort using social media platforms
- Knowledge of office organization and administrative practices, procedures and equipment
- Ability to maintain confidentiality of sensitive information related to personnel and employment issues and/or concerns
- Prior experience participating in or leading agricultural education programs, preferred
- Post-secondary education, preferred

SPECIAL NOTES

The candidate must be able to work all 11 days of the annual Wisconsin State Fair. Prior to appointment to this position, the candidate will be subject to a comprehensive criminal background check.

Contingent on business needs and the seasonality of WSFP, up to 2 days of remote work per week is available after an initial training period. Remote work will be discussed during the interview stage. High speed internet access is needed to meet the requirements of remote work.

Anyone working at WSFP is subject to the rules and regulations related to entering WSFP competitions and must abide by the State of Wisconsin's ethics and conflict of interest statutes and administrative rules as developed by the State of Wisconsin and State Fair Park Board of Directors. This includes that if offered this position, you or your immediate family cannot be actively selling animals for show at Wisconsin State Fair or providing any type of show consultation services and your immediate family members cannot show at Wisconsin State Fair.

TO APPLY

Applicants should submit their resume and cover letter via email to HR@wistatefair.com. Application materials must be received by **Friday, June 20, 2025**. The most qualified applicants will be invited to interview.

COMPANY DESCRIPTION

Wisconsin State Fair Park is a year-round entertainment venue hosting activities, events, meetings and more throughout the four seasons. Home to the Exposition Center, Tommy G. Thompson Youth Center, the Milwaukee Mile Speedway, Wisconsin Products Pavilion and many other facilities, hundreds of events are held at the Fair Park each year. Perhaps the most notable and certainly the signature event, the Wisconsin State Fair, welcomes more than one million Fairgoers over 11 summer days. Visit wistatefair.com for more information.

Wisconsin State Fair Park's central location within the largest metro area in Wisconsin makes it a desirable place to work, live and play. As a world-class city, Milwaukee and the Greater Milwaukee Area are full of opportunities galore for living, working and playing. Visit discovermilwaukee.com for more information.

*All Limited Term and Seasonal Employment Positions, including those for the annual Wisconsin State Fair, require **Wisconsin Residency**, as defined in § 6.10(1), at the time of application and throughout employment with Wisconsin State Fair Park.*

Wisconsin State Fair Park is an Equal Opportunity Employer.