

Arkansas-Oklahoma Regional Education and Promotion Association (AOREPA)
Executive Director
Web page: kayrodderspark.com

OVERVIEW

Under general direction of the Chairman and a multi-member Board of Directors of the Association, the Executive Director performs a wide range of complex administrative activities related to finances and accounting, marketing and promotion of services, staffing and personnel operations, and discretionary activities that serve to support effective business operations; uses considerable independent judgment in decisions that influence operations of the Old Fort Days Futurity and Rodeo, Arkansas-Oklahoma State Fair and related activities; advises the Chairman and the Board in planning, policy and operations matters.

RESPONSIBILITIES

Implement new events throughout the year to increase use and revenue for the facility. Directs and ensures proper coordination of all operations, prepares and submits to the Board reports of finances, staffing, program and other administrative activities; attends and participates in the Board of Directors' meetings. The candidate must have the ability to work cooperatively and communicate effectively with the Chairman, Board, staff, government officials, community leaders, business leaders, sponsors, volunteers and representatives of specific interest groups. All facets of event planning, production, and promotion relating to the execution of the annual futurity, rodeo, fair and other activities is a part of this position. Assist with sponsorship contact, development, solicitation, support and fundraising. Assist with cooperative development and work with any and all community organizations that may enter or participate in Association activities.

ADMINISTRATION

Develops and implements operations systems to achieve effective workloads and workflow. Prepares and delivers formal presentations before various public and private concerns; attends meetings, conferences and seminars requiring periodic travel.

Secures the services and products of outside sources such as business insurance, security, equipment, office supplies and furnishings and other support services. Working with appointed event chairs, negotiates all contracts with all necessary parties in relation to annual events, including contractors, exhibitors, entertainers, vendors and any and all necessary services which are delegated or assigned by the Board of Directors. Serve as an ex officio member of annual event committees.

Performs immediate supervision of office and maintenance staff; maintains official records, supervises and directs all committees and committee activities through the committee chairs.

FINANCIAL ADMINISTRATION

Directs preparation of the annual budget and approves modifications and transfers; monitors and evaluates accounting systems, audits of accounts, and internal control methods; establishes the method and means of determining fiscal accountability; reviews and approves accounts payable, payroll and other financial warrants, certificates of deposit, requisitions, purchase orders, receipts and records or reports.

PERSONNEL ADMINISTRATION

Develops and revises personnel policies (for Board approval), rules, procedures, job specifications and performance evaluations; ensures compliance with applicable federal and state employment laws and regulations; makes hiring, performance and disciplinary determinations, conducts staff meetings, initiates wage increases, hears and resolves complaints, problems, grievances, maintains employee personnel files and other confidential records.

QUALIFICATIONS

Considerable knowledge and experience in large event development, planning, production and promotion, business management, public relations, personnel and financial administration, contract negotiations, debt collections, employee safety programs, and sales and sponsorship development including, but not limited to grant and sponsorship development. Must be willing to periodically work irregular hours and weekends. The candidate must have good oral and written communication skills.

EDUCATION

The ideal candidate will have a minimum of three years experience in direct fair and/or rodeo management and a Bachelor's degree from an accredited college or university with a major in business, public administration, public relations, marketing, agriculture or a degree in a related field is desirable.

SALARY

Salary is commensurate with experience. The opportunity for incentive bonuses is available to the successful candidate.

TO APPLY

Submit a letter of interest, resume' and a minimum of three professional references to include: name, address, phone and email address to:

Mr. Mike Cialone
4304 Featherhill Rd.
Charleston, AR 72933

mike.cialone@regions.com

Applications will be accepted until the position is filled. AOREPA is an equal opportunity employer.

Web site: kayrodgerspark.com