



**CHIEF EXECUTIVE  
OFFICER  
OPPORTUNITY**

*Washington*  
**STATE FAIR**  
**EVENTS**  
**CENTER**<sup>®</sup>



# WHO WE ARE

Located in the shadow of Mt. Rainier, the Washington State Fair Events Center features a campus-like setting for year-round use. Trade shows, conventions, workshops and special functions are ideal events housed in this state-of-the-art Puyallup, Washington venue. The 165-acre setting offers ample parking for attendees, easy freeway access, and stress-free logistics for event promoters. The events center is a private-nonprofit organization.

The Washington State Fair is the largest fair in the state and in the Pacific Northwest, and one of the biggest in the world. The 20-day fair starts the Friday of Labor Day (closed Tuesdays), and welcomes more than a million guests who enjoy top-name entertainment, animals and agriculture, feature exhibits, booths, the arts, food and rides. The Fair started in 1900, and offers the tradition of the past, while celebrating the future. Each April, the 7-day Washington State Spring Fair is held, featuring animals, agriculture, booths, free entertainment, food and rides. The Spring Fair started in 1990, and is the perfect celebration of spring.

In addition to the fairs, the event center produces Oktoberfest NW in October and Holiday Magic in December. Oktoberfest NW is the largest Munich-style celebration at a venue in the state and features three days of great food, drinks, entertainment and activities for all ages. Holiday Magic is a festive winter experience filled with lighted displays, ice skating, live nativity animals, festive food and drinks, rides, a night market and more!

In July 2022, The Taste, comes to the Washington State Event Center. Formerly, The Taste of Tacoma, a popular food and entertainment event since 1986, it has found a new home. The three-day extravaganza will welcome a diverse array of restaurants, food trucks, music and other activities for all ages.

The event center also plays host to more than 140 other events during the course of a typical year, including private events, corporate picnics, car shows, swap meets, competitive sport tournaments and many more.

The Washington State Fair is a private non-profit 501(c)(3), with nearly 1,100 shareholders who are responsible for electing the Board of Directors.



# THE POSITION

The Washington State Fair Board of Directors is seeking a talented and dynamic individual to continue sharing the organization's mission and vision to diverse constituents and the community. The Board delegates responsibility for management and day-to-day operations to the CEO and s/he has the authority to carry out these responsibilities. The CEO provides strategic assistance to the Board enabling them to carry out its governance functions. He/she is responsible for providing strategic leadership for the company by working with the Board and other management to establish long-range goals, strategies, plans and policies.

## IDEAL QUALIFICATIONS

- College degree (B.S. or B.A.), plus advanced knowledge of a specialized field equivalent to one or two years of graduate work and minimum five years of experience
- An effective developer of solutions to business challenges
- Courses or experience in Marketing/Advertising, Hospitality Management, Personnel, Finance & Law, highly desired
- Excellent communications, negotiating and facilitation skills
- Strong community relations, board relations, client relations skills
- Understanding of local and state laws and regulations
- Strategic thinker with ability to forecast changes and trends and maneuver organizational goals and actions accordingly
- During peak activity times, additional hours and periods of no days off are required
- This position requires the management of ten full-time department heads, and approximately 60 year-round staff members
- General knowledge of Microsoft Office and other related programs



# ESSENTIAL JOB DUTIES

- Creating, communicating, and implementing the organization's vision, mission, and overall direction. Leading the development and implementation of the overall organization's strategy
- Helps the Board determine the Association's values, mission, vision, and short- and long-term goals
- Identifies problems and opportunities and addresses them; brings those which are appropriate to the Board and/or its committees; and, facilitates discussion and deliberation
- Informs the Board and its committees about trends, issues, problems and activities in order to facilitate policy-making. Recommends policy positions. Participates in the development of the corporation's plans and programs as a strategic partner
- Plans and produces the annual Spring and Washington State Fair, and any other events produced by the association, including but not limited to, Oktoberfest NW and Holiday Magic, etc.
- Represents the organization in various industry-related and community/government groups, i.e. International Association of Fairs, Mid-West Fairs, Western Fairs Association, Washington State Fairs Association, Chamber of Commerce, etc.
- Assures that all members of the management team are focused on their duties and responsibilities to achieve their agreed upon goals and objectives
- Ensures administration of Fair policies and procedures. Communicates with public, staff, vendors, concessionaires and contracted personnel regarding issues or fair policy matters
- Interacts with local agencies regarding fairgrounds use and outreach programs
- Provides appropriate oversight of expenditures to remain in budget, and with cost savings in mind
- Examines possible grandstand entertainment
- Communicates with Fair executives from other Fairs as to the current status of the industry, and in regards to those issues that benefit or impact the Washington State Fair
- Approves purchase orders, signs bi-weekly payroll and monthly disbursements
- Attends Executive Board meetings, monthly Board meetings and monthly board committee meetings
- Ensures that all business regarding shareholders and shareholder interactions are conducted appropriately
- Reviews appropriate legal issues with insurance and legal representatives
- Negotiates major leases for the use of the Fairgrounds, other than Fair time
- Oversees preparation of the annual budget and develops the annual capital budget
- Oversees major capital projects regarding their timely scheduling and completion within budget
- Emcees various Fair and community functions

## COMPENSATION & BENEFITS

The Washington State Fair offers competitive compensation, which includes a comprehensive benefits package.

## HOW TO APPLY

Please email cover letter and resume to Kent Hojem, [kent@thefair.com](mailto:kent@thefair.com) no later than April 30, 2022.