



Superintendent Job Description Static Exhibits Superintendent

Thank you for your interest in being a superintendent for Albany County Fair. The residents of Albany County, 4-H and FFA would not be able to compete at the fair without your assistance, guidance and passion. Each Superintendent will have charge of the department(s) assigned to them, subject to requests of the Fair Manager/Fair Board. The Superintendent will have charge of the display spaces in their department. Rearrangement of exhibit space will be under their supervision. It shall be the duty of each Superintendent to inform the judges, in their department, of the policies governing awards and to remind them of department policies before beginning judging. Each Superintendent is charged with caring for and posting the judging books of their department. Each judging sheet must be signed by the Judge and the Superintendent immediately after the judging is complete. It is the responsibility of the Superintendent to ensure that the judging book is accurate and contains all required information. Original judging books must be returned to the office at the completion of their show.

Duties for Static Exhibits Superintendent

Duties Before Fair:

- Assist with checking entries to ensure they are correct or ask questions where applicable.
- Assist with display of items that are brought in for judging.

Duties During Fair:

- Care of the items brought in for judging for drop off, judging day and designated pick up day.
- Assisting judges during judging hours for all areas assigned.
- Ensure that judges are aware of rules/regulations for county fair before judging begins.
- Place appropriate ribbons, placards, or other certificates where needed.
- Check that judges books are completed, signed and accurate before turning into the office.

Duties After Fair:

- Be present to assist with picking up items at the end of the fair.
- Return all signage to the appropriate place.

Fill out an application and return to the Fair Manager at manager@albanycountyfair.org or 3510 S. 3rd Street, Laramie, Wyoming 82070. Applications will remain open until filled.



Superintendent Job Description Youth Poultry Show Superintendent

Thank you for your interest in being a superintendent for Albany County Fair. The residents of Albany County, 4-H and FFA would not be able to compete at the fair without your assistance, guidance and passion. Each

Superintendent will have charge of the department assigned to them, subject to the orders of the Fair Manager/Fair Board. The Superintendent will have charge of the stalls/pens or display spaces in their department. Rearrangement of pens, stalls and exhibit space will be under their supervision. It shall be the duty of each Superintendent to inform the judges, in their department, of the policies governing awards and to remind them of department policies before beginning judging. Each Superintendent is charged with caring for and posting the judging books of their department. Each judging sheet must be signed by the Judge and the

Superintendent immediately after the judging is complete. It is the responsibility of the Superintendent to ensure that the judging book is accurate and contains all required information. Original judging books must be returned to the office at the completion of their show.

Duties for Youth Poultry Show Superintendent

Duties Before Fair:

- Assist with checking entries to ensure they are correct or ask questions where applicable.
- Complete stalling chart with details to ensure that each participant registered has a stall available at least 5 days prior to the start of the fair.
- Create or update an internal schedule to assist with the planning of the fair.
- Secure help for show

Duties During Fair:

- Be present to weigh animals.
- Post classes and breaks in your barn.
- Handle issues as they arise.
- Assisting the judge during the duration of the show.
- Ensure that rules are followed during the show as set forth by the Fair Board
- Non-Sale animals leave grounds after the deadline and before sale.
- Check that judges books are completed, signed and accurate before turning into the office.

Junior Livestock Sale

- Help at the entry/exit gate with your species.
- Help sale committee members check ear tags with reference to member selling animal
- Reinforce with showmen and families that no market animal is allowed to leave after the sale. They may be picked up Sunday.

Fill out an application and return to the Fair Manager at manager@albanycountyfair.org or 3510 S. 3rd Street, Laramie, Wyoming 82070. Applications will remain open until filled.