

Maryland State Fair and Agricultural Society, Inc. --- Director of Agriculture Education Programs

Position	Director of Agriculture Education Programs
Functional Title	Director of Agriculture Education Programs
Category Status	Full-Time Salaried
Company Information:	The Maryland State Fair & Agriculture Society, Inc., a non-profit 501(c) 3 organization, was founded in 1878. Located in Baltimore County in Timonium, Maryland, the 106-acre campus includes exhibition halls, stables and a half mile racetrack. It is the home of the annual Maryland State Fair. Our mission is to-promote, educate, and support Maryland agricultural programs-and provide competitions and events that showcase Maryland's premier industry.
Position Summary/Purpose of Position	<p>The Maryland State Fair & Agricultural Society, Inc. is seeking a Director of Agriculture Education Programs to manage the day-to-day coordination, planning, and support of the agricultural education operations of the Maryland State Fair & Agricultural Society, Inc. Confidentiality, excellent organizational skills and accuracy are important qualifications for this position, as well as good customer relations and the ability to communicate clearly. The ideal candidate for this position is a leader, is a skilled multi-tasker, is reliable and is committed to consistently meeting deadlines.</p> <p>This person will be responsible for the following but not limited to:</p> <ul style="list-style-type: none">• Coordination of the Fair's Agriculture Education programs including: ULearn Farm, ULearn Barn, Horseland, the Birthing Center, and development of new educational experiences;• Coordinate fair's year-round agriculture education program and expand programs to make use of the new Agriculture Education Center being built;• Creation of the annual educational and competitive exhibit guide and schedule;• Assist extension agents, vocational agriculture instructors, and fair staff in planning for 4-H/FFA exhibits and displays;• Assist open class livestock department superintendents with catalog edits and rule changes as well as layout of educational and competitive exhibits;• Coordinate special awards, ribbons and trophies for livestock departments;• Research, contact, and confirm qualified judges for the 4-H/FFA and Open Class Livestock Shows;• Work with Director of Sales to implement ways to enhance fair sponsorships, educational and promotional exhibits;• Create content and update the Fair's exhibitor Facebook page;• Other duties as assigned by the General Manager
Minimum Qualifications:	<p>Education (include licences, certifications, etc.) Bachelor's Degree in Agriculture, Education, Communication or related field 3 years of experience working as an agriculture education program coordinator</p> <p>Experience:</p> <ul style="list-style-type: none">• Experience in development of agriculture education programs;• Ability to create programs adhering to budget requirements;• Experience working with 4-H/FFA programs;• Experience in running educational and competitive exhibits;• Proficiency in Microsoft Office suite;

- Ability to maintain confidentiality;
- Exceptional attention to detail;
- Strong written and oral communication skills;
- Excellent interpersonal and organizational skills and the ability to work effectively with a wide range and diverse group of individuals including board members, donors, sponsors, or customers;
- Must be able to work independently and in a team environment;
- Knowledge of basic livestock and agricultural competitions and trends is a plus;

Preferences: Experience in the fair industry.

Additional Information: For best consideration, please apply by April 3, 2023
 The Maryland State Fair & Agricultural Society, Inc. offers paid vacation, sick leave, 10 paid holidays, comprehensive health insurance plan, and a 503(b) plan with 3% matching
 Candidates must be able to provide proof of eligibility to work in the USA. No Visa sponsorship is offered for this position. Candidates must provide proof of Covid vaccination.

Physical Demands Work is performed in an office environment and requires the ability to operate standard office equipment and keyboards.
 This individual may be required to lift boxes up to 40 pounds and move them to different locations.
 The position will require you to work extended hours during the Maryland State Fair.

Posting Date: March 7, 2023

Closing Date: Open Until Filled

Required Documents: Resume
 Cover Letter
 List of References (min. 3)
 College Transcript
Email correspondence only.

Packets should be emailed to: dgordon@marylandstatefair.com