STATE FAIR MANAGER
HIRING PACKET



WYOMING State Fairgrounds & EVENT COMPLEX

WYOMING STATE FAIR & EVENT COMPLEX

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WHO WE ARE

Since 1905, the Wyoming State Fair has served as a celebration of the people, industries, and traditions that define the Cowboy State. Established in Douglas, Wyoming, the Fair has grown from its agricultural beginnings into a tradition, bringing together generations of Wyoming families to celebrate.

Rooted in four foundational pillars; agriculture, education, youth, and the Western lifestyle, the Wyoming State Fair provides a platform for agricultural excellence, youth development, education, entertainment, and meaningful connections. From livestock exhibitions and competitive events to rodeos, educational experiences, and family entertainment, the Fair reflects the diverse interests and accomplishments of the communities it serves.

More than an annual event, the Wyoming State Fair is an institution built upon the dedication of exhibitors, volunteers, industry partners, community members, and generations of families who have contributed to its legacy.

A YEAR-ROUND DESTINATION

While the annual Wyoming State Fair remains the organization's signature celebration, the Wyoming State Fairgrounds & Events Complex serves a much broader purpose. Situated in Douglas, the Fairgrounds & Events Complex is a year-round destination for agricultural events, equine and livestock competitions, entertainment, private gatherings, fundraisers, and community activities. Hosting more than 400 event days annually, the grounds provide opportunities for organizations, businesses, and individuals to connect throughout the year.

The complex's facilities, arenas, exhibit spaces, campgrounds, and supporting infrastructure allow it to accommodate a diverse range of activities, contributing to local tourism, economic development, and the continued vitality of Wyoming's agricultural and events industries.

With an expanded master plan guiding future development, the organization is entering an important period of opportunity. Investments in infrastructure, facility utilization, event recruitment, and strategic partnerships will help position the complex for continued growth and long-term sustainability.

The next Wyoming State Fair Manager will play an instrumental role in advancing this vision, balancing the needs of the annual Fair with the development of a thriving, financially sustainable, year-round event destination.

CONVERSE COUNTY

Douglas: Home of the Wyoming State Fair

Located in east-central Wyoming, Douglas is the county seat of Converse County and the proud home of the Wyoming State Fair. Just 45 minutes from Casper, the community combines small-town charm with convenient access to regional amenities. Surrounded by opportunities for hunting, fishing, hiking, and outdoor recreation, Douglas offers a community rich in agricultural heritage, history, and Western traditions.

WYOMING

A Place to Build a Career and a Life

Known for its wide-open spaces, breathtaking landscapes, and independent spirit, Wyoming offers a lifestyle rooted in Western heritage, adventure, and community. Agriculture, energy, and tourism shape the state's identity, while its mountains, public lands, and national parks provide endless opportunities for outdoor recreation. With a strong sense of community and a deep appreciation for tradition, Wyoming offers a unique place to live, work, and make a lasting impact.

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POSITION

The Wyoming State Fair Board is seeking an experienced, forward-thinking leader to oversee the annual Wyoming State Fair and the year-round Wyoming State Fairgrounds & Event Complex.

Reporting to the Wyoming State Fair Board, the Manager provides strategic direction, financial oversight, personnel leadership, and operational management for one of Wyoming's most recognized institutions. The position requires balancing the Fair's agricultural heritage with opportunities for innovation, revenue growth, and expanded year-round programming.

The successful candidate will lead implementation of the organization's expanded master plan, strengthen partnerships, develop a high-performing team, and ensure the continued success of the annual Fair and its more than 400 interim event days.

Serving as a key representative of the organization, the Manager works closely with the Board, Wyoming Department of Agriculture, state government, agricultural organizations, and community partners to advance the Wyoming State Fair's mission and long-term sustainability.

RESPONSIBILITIES

Strategic Leadership & Personnel Management: Implement Board-directed priorities, organizational policies, and long-term plans. Supervise, develop, and evaluate employees while fostering accountability, collaboration, and professional growth.

Fair & Event Operations: Direct the planning, production, and evaluation of the annual Wyoming State Fair and oversee year-round event development. Ensure successful delivery of entertainment, livestock shows, rodeos, competitive exhibits, vendor operations, and guest services.

Financial Management & Revenue Development: Oversee operating, event, and capital budgets, financial reporting, procurement, and contracts. Strengthen revenue through facility rentals, sponsorships, ticketing, concessions, partnerships, grants, and other funding opportunities.

Facilities & Capital Planning: Oversee maintenance, safety, accessibility, and operational readiness of the Fairgrounds & Events Complex. Lead implementation of the expanded master plan and coordinate capital improvement projects.
Agricultural & Community Relations: Maintain strong relationships with agricultural organizations, 4-H, FFA, exhibitors, sponsors, event producers, and community stakeholders. Support program integrity, educational opportunities, and the Fair's statewide impact.

Governance & Public Accountability: Serve as executive liaison to the Wyoming State Fair Board and governmental partners. Provide reports and recommendations, support legislative and budget processes, maintain regulatory compliance, and oversee public communications and emergency response.



PREFERRED QUALIFICATIONS

Industry Knowledge: Experience with and a strong understanding of livestock exhibitions, 4-H, FFA, agricultural organizations, and the fair and events industry.

Executive & Personnel Leadership: Demonstrated skills in organizational leadership, personnel management, work management, public relations, and interpersonal communication.

Education & Professional Training: A combination of education, training, and professional experience equivalent to a bachelor's degree in business, public relations, management, finance, accounting, or a related field.
Management Experience: Five years of professional experience as a manager or administrator of a major administrative unit within a governmental or private-sector organization.

Additional knowledge of strategic planning, public-sector administration, budgeting, fiscal controls, animal welfare, guest safety, and emergency management is valuable.



SKILLS/ABILITIES

Leadership & Team Development: Ability to motivate employees, establish accountability, and build a collaborative workplace.

Strategic & Financial Management: Strong planning, budgeting, financial analysis, and organizational decision-making skills.

Communication & Relationship Building: Effective public speaking, written communication, and stakeholder engagement across diverse audiences.

Event & Facility Management: Understanding of complex event operations, infrastructure management, safety, and customer service.

Adaptability & Problem-Solving: Sound judgment, flexibility, and composure when managing competing priorities or unexpected challenges.

Public Administration & Integrity: Knowledge of government operations, regulatory compliance, leadership, and responsible stewardship of public resources.

WORKING CONDITIONS

This position combines executive administration with hands-on oversight of a large, year-round event complex. Responsibilities include office-based management, facility operations, livestock and equine environments, public engagement, and attendance at major events.

The Manager should be prepared for extended hours during the annual Fair and other major events, including evenings, weekends, and holidays. Occasional travel and responsiveness to operational challenges, severe weather, and public safety concerns may also be required.

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COMPENSATION AND BENEFITS

The Wyoming State Fair Manager is a permanent, full-time position with the Wyoming Department of Agriculture. In addition to a competitive salary, the position offers a comprehensive State of Wyoming benefits package and on-site housing.

MONTHLY SALARY	ANNUAL SALARY
$10,112.26–$10,247	$121,347–$122,964

Additional Benefits

- Comprehensive health, dental, and vision insurance
- Paid vacation, sick leave, holidays, and eligible family and medical leave
- Wyoming Retirement System pension and 457(b) retirement plan options
- Public Service Loan Forgiveness eligibility
- State employee benefits and applicable work-life balance programs
- Provided on-site housing: an open-concept, three-bedroom, two-bathroom home located on the State Fairgrounds

THE OPPORTUNITY AHEAD

The Wyoming State Fair stands at an important point in its history. With more than 120 years of tradition behind it and an expanded master plan guiding future development, the organization has an opportunity to strengthen its role as both a treasured annual celebration and a leading year-round event destination.

The next Manager will be instrumental in building upon the organization's foundation while identifying new opportunities for growth, collaboration, and long-term financial sustainability.

From modernizing facilities and expanding event programming to developing staff, strengthening agricultural partnerships, and enhancing the visitor experience, the decisions made today will help shape the Wyoming State Fair for decades to come.

This opportunity calls for a leader who understands the importance of preserving tradition while recognizing that meaningful progress requires innovation, thoughtful investment, and the willingness to pursue new possibilities. For the right individual, this is an opportunity to leave a lasting legacy—not only within the Wyoming State Fair, but throughout the communities and industries it serves.

Interested candidates should submit their application through the official State of Wyoming employment system.

Human Resources Contact
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