



P. O. DRAWER 10, 400 WEST CENTER, DOUGLAS, WYOMING 82633
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Livestock Superintendent Duties and Responsibilities

The livestock departments (Open Class and Youth), are one of the vital facets that makes up the Wyoming State Fair . These shows give exhibitors of all ages a chance to show off the work they have invested into their animal exhibits. The Superintendent and Coordinators for these departments ensure that the shows run smoothly, judging is done correctly, and that the exhibits are displayed in the best possible manner for the public to view.

These are contracted positions; the contract length is the Saturday before Fair starts (in August) through the Sunday following Fair for the major species (smaller species may not be required to be on grounds the entire week). While the contract is for approximately 9 days, superintendents (and to a lesser degree, coordinators) work with the WSF Exhibits Coordinator throughout the year to improve the department, arrange contests, and help to make sure our livestock exhibits are always a vibrant part of the Fair. Additionally, superintendents and coordinators are offered either a space in the RV park or a room at WLEA for lodging, if they are not local to the Douglas area, for the duration of the contract period.

Following is a list of duties and responsibilities:

PRE-FAIR (Sat & Sun prior to opening)

- **Set up and Prep**
- Assign pens or stalls for Fair week
- Ready barns, verify awards, set up areas as needed

FAIR (Mon-Sun of Fair Week)

- **Running and Managing the Show/Live Exhibits**
- Check in animals and stalling animals
- Facilitate weigh-in of market animals
- Break market classes as needed
- Communicate with Computer Room on needed Judge Call Sheets and any other needs, take awards down to Show Area.

- **Judging**
- Exhibits will be judged on the **American System** - Exhibits in this system are compared against a standard of perfection, as well as against the other entries in the competition. All exhibits in a particular class are looked at and ranked with **only one selected for first place, second**

- place, third place, etc.** If there are no high quality exhibits, at the judge's discretion, exhibits may be placed in the appropriate position, even if it is second or third place.
- Clerk during judging, if needed.
 - Give ribbons/rosettes/special awards after judging; make sure any special division awards are judged and awarded.
 - Record class placing's on I-pad or judging sheets for entry in ShoWorks. Return results to Computer Room as soon as available.
- **Exhibit Release**
 - Supervise the release of entries.
 - Be sure that exhibits are released to their proper owner/exhibitor.
 - No entries should be released before 6 am Sunday, without the consent of WSF management.

POST- FAIR

- **Complete Superintendent's Report**
 - Attend the post-fair Superintendent's Meeting for debrief.
 - Make note of and put in writing any suggestions or ideas for improving department. Please put these in your superintendent report. Superintendent reports must be turned in to WSF management on or before **Sep 1st**.
 - Complete Ribbon/Rosette inventory/order for next year's fair.
 - Premium book corrections and or suggestions (include in your report). Premium book changes must be turned in by **Oct 1st**.
 - Give judge recommendations to WSF management for next year's fair by **Oct 1st**.
 - Building layout and maintenance needs for next year's fair.

YEAR ROUND

- **Work with Exhibits Coordinator for Next Year**
 - Keep in contact about necessary changes to show and Premium Book items.
 - Work to improve the show and keep up with industry trends.