



P. O. DRAWER 10, 400 WEST CENTER, DOUGLAS, WYOMING 82633

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Open Class Static Superintendent Duties and Responsibilities

Our Open Class departments (Visual Arts, Crafted Arts, Culinary, Gardening, and Needlework) are one of the vital facets that makes up the Wyoming State Fair. It is a chance for exhibitors of all ages to show off their projects and accomplishments. 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.

This is a contracted position; the contract length is the Saturday before Fair starts (in August) through the Sunday following Fair. 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 static exhibits are always a part of the Fair. At fairtime, many of the superintendents come in before Saturday to start setting up their respective exhibit hall. 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 summary of duties and responsibilities :

PRE-FAIR (Sat-Mon prior to opening, Fri-Mon for Needlework)

- **Set up and Prep**
 - Check the display area and assist with preparing the area for public display; table coverings, signage etc. Work with other Superintendents/Coordinators in the same location to ensure good flow and room for expected exhibits.
 - Take laptop and printer to exhibit hall.
 - Print tags for any online entries in respective department.

- **Taking entries Saturday and Sunday 10am – 6pm**
 - Enter the exhibitor's items in the ShoWorks program and print tags.
 - Be familiar with the Department and Division rules to assist exhibitors in entering items in the correct class. **Only one item per class/per exhibitor.**
 - Take entry fee(s), write exhibitor a receipt, and keep accounting records of entry fees.
 - Display items for judging on Monday; sorted by division and class.
 - Temp staff (1-2 positions) are typically available to assist.

- **Judging- Monday (Sunday for Needlework)**

- 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. Honorable Mention ribbons are available if the judge/department staff wish to make use of them.
- Clerk during judging, if needed. Temp staffing is also available to help with clerking.
- Place ribbons/rosettes on items after judging; make sure any special division awards are judged and awarded. **If using the 1st/2nd/3rd place stickers during judging DO NOT place stickers on exhibit.** Place the sticker on the exhibit tag, so that you can come back and place the ribbon on the exhibit.
- Record class placings in ShoWorks, turn in signed judging sheets to Computer Room/Exhibits Coordinator, ensure any special placings are calculated.

- **Exhibit Display-Monday**

- **After judging**, see that all entries are neatly arranged in the appropriate display area.
- Make sure you can see all the exhibits and they are safely displayed.
- Place delicate exhibits far from reach of small or curious Fairgoers.

FAIR (Tue-Sun of Fair Week)

- **Exhibit Hall supervision- Tuesday-Saturday, 11AM to 8PM**

- **Unlock and lock** the exhibit hall daily during viewing hours (11 AM – 8 PM, Tue – Sat).
- Coordinate supervision hours with superintendent/coordinators in your department/building (if space allows) along with temp staffing to ensure that the exhibit hall has at least one person (two in Fort Fetterman) at all times during viewing hours to ensure the safety of exhibits and to answer questions from Fairgoers. Buildings with multiple staff may be asked to provide relief coverage to buildings with only 1 superintendent & 1 coordinator as needed.
- Coordinate any public voting for department special awards, if applicable.

- **Exhibit Release- Sunday**

- Supervise the release of entries.
- Be sure that exhibits are released to their proper owner/exhibitor.
- No entries should be released before 7 AM Sunday without the consent of WSF management.

POST- FAIR

- **Complete Superintendent's Report**

- Complete the Superintendent's Report form and turn in to WSF management on or before **Sep 1st**. Please note any issues, successes, and suggestions for improvements here for the following year.
- 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**. This includes any requested schedule changes or additions.
- 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 with the Exhibits Coordinator as they work on the Premium book to answer any questions and to brainstorm and implement improvements for the department.
- Make contacts for contests and special awards—these may be community businesses that want to provide a special prize or sponsor a specific contest. May require working with the WSF Partnerships & Event Coordinator on sponsorships.
- Help spread awareness of your department and how to enter to help grow participation.