

# COMMUNITY ENTERTAINMENT SUPERINTENDENT

## POSITION

The Wyoming State Fair (WSF) is looking to contract a dynamic and organized Community Entertainment Superintendent to lead the coordination and execution of community entertainment and contests for the 2025 Wyoming State Fair. This individual will be responsible for booking and managing performances on the Community Stage, hosting engaging contests on the upper campus, and ensuring a seamless experience for performers and participants. The ideal candidate is passionate about creating memorable experiences that celebrate community talent, fun, and tradition. This is a contracted position.

## RESPONSIBILITIES

### Community Stage Coordination:

- Identify, recruit, and book a variety of community acts, such as dance groups, karate demonstrations, gymnastics performances, and more.
- Develop a well-rounded and engaging entertainment lineup that appeals to all audiences.
- Act as the on-site host for performances, ensuring acts run on schedule and transitions are smooth.

### Community Contests Management:

- Plan, organize, and host interactive contests, such as stick horse races, pie-eating competitions, and potato sack races, in the upper campus area.
- Collaborate with WSF staff to procure necessary supplies, prizes, and materials for contests.
- Create a fun and welcoming atmosphere for participants of all ages.

### Performer Coordination:

- Serve as the primary point of contact for community performers, providing clear communication before and during the event.
- Coordinate transportation and logistics for performers upon their arrival, ensuring they are escorted to the stage and have all necessary passes, credentials, and equipment.
- Address any on-site needs or challenges performers may face.

### Schedule Integration:

- Work closely with the Marketing and Communications Liaison to ensure the community entertainment lineup is accurately reflected in the event schedule. Provide timely updates and adjustments to the entertainment schedule as needed.

### Event-Day Responsibilities:

- Oversee the Community Stage and upper campus contest areas during the fair, ensuring activities run smoothly and audiences are engaged.
- Troubleshoot issues as they arise, maintaining a positive and professional demeanor.

## REQUIREMENTS

### Skills:

- Exceptional organizational and time-management skills.
- Strong communication and interpersonal abilities to engage with performers, participants, and the public.
- Comfortable speaking publicly and hosting events in a lively and engaging manner.

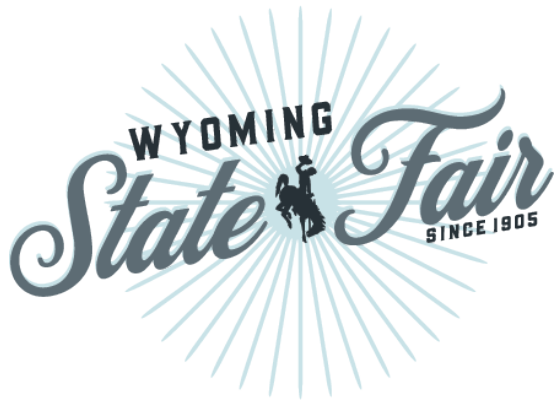
**Knowledge:** Familiarity with community-based entertainment and activities is a plus.

**Flexibility:** Willingness to work irregular hours, including weekends and evenings during the fair.

**Transportation:** Valid driver's license and ability to transport small equipment or performers on-site if needed.

Interested candidates should submit their resume, a brief cover letter detailing relevant experience, and two professional references to [courtney.conkle@wyo.gov](mailto:courtney.conkle@wyo.gov). Applications will be accepted until the position is filled.





*Contract Employment Application*  
**WYOMING STATE FAIR**

Return to:

**Courtny Conkle**

PO Box 10. Douglas, WY 82633

Courtny.Conkle@wyo.gov

Phone: (307) 358-2398

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## GENERAL INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Do you have a High School Diploma or G.E.D. Certificate? YES  NO

Position you are applying for: \_\_\_\_\_

How did you hear about this position: \_\_\_\_\_

Have you ever pled "guilty" or "no contest", or being convicted of a crime? YES  NO

Explain: \_\_\_\_\_

## SCHOOLING HISTORY

High School and Location: \_\_\_\_\_

College or Vocational School and Location: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_ Degree Earned: YES  NO

Other job-related special qualifications and skills (computer skills, kills with machines, awards etc.):

## REFERENCES

1. Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Company: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Company: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Company: \_\_\_\_\_

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## EMPLOYMENT HISTORY

1. Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

From: MO/YR \_\_\_\_\_ To: MO/YR \_\_\_\_\_ Your Title: \_\_\_\_\_

2. Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

From: MO/YR \_\_\_\_\_ To: MO/YR \_\_\_\_\_ Your Title: \_\_\_\_\_

3. Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

From: MO/YR \_\_\_\_\_ To: MO/YR \_\_\_\_\_ Your Title: \_\_\_\_\_

4. Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

From: MO/YR \_\_\_\_\_ To: MO/YR \_\_\_\_\_ Your Title: \_\_\_\_\_

5. Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

From: MO/YR \_\_\_\_\_ To: MO/YR \_\_\_\_\_ Your Title: \_\_\_\_\_

5. Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

From: MO/YR \_\_\_\_\_ To: MO/YR \_\_\_\_\_ Your Title: \_\_\_\_\_

## AVAILABILITY

What date can you start? \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

