



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

This is a contracted position; the contract length is Saturday August 13 through Sunday, August 21 for the 2022 WSF. Many of the superintendents come in before Saturday to start setting up their respective exhibit hall.

Following is a list of duties and responsibilities:

- **Setting up the exhibit hall and preparing to take entries.**
 - Take laptop and printer to exhibit hall.
 - Use ShoWorks, which is set up on the laptop, for taking and entering exhibits.
 - Print tags for any online entries in respective department.
 - Check over display area and assist with preparing the area for public display; table coverings, signage etc.
 - Temp staffing is available, usually 1 or 2 temp staff members.
- **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 staffing is available, usually 1 or 2 temp staff members.
- **Judging Monday**
 - 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. Temp staffing is also available to help with clerking.
 - Place ribbons/rosettes on items after judging; make sure any special division awards are given/judged.
 - Record class placings in ShoWorks.
 - Temp staffing is available, usually 1 or 2 temp staff members.
- **Exhibit Display**
 - **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 safe
- Place delicate exhibits far from reach of small or curious Fairgoers.
- Temp staffing is available, usually 1 or 2 temp staff members.
- **Exhibit Hall supervision the week of WSF**
 - **Unlock and lock** the exhibit hall daily during viewing hours (11 am – 8pm, Tue – Sat).
 - Coordinate supervision hours with superintendent/coordinators in your department along with temp staffing to insure that the exhibit hall has at least one person in it at all times during viewing hours to insure the safety of exhibits.
 - Temp staffing is available, usually 1 or 2 temp staff members.
- **Exhibit Release**
 - 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.
 - Temp staffing is available, usually 1 or 2 temp staff members.
- **Complete Superintendent's Report**
 - 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 years fair.
 - Premium book corrections and or suggestions, 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 years fair.

WYOMING STATE FAIR STAFF

Courtney Conkle, General Manager ● Reba Sundseth, Assistant Manager
 Devin Finson, Administration ● Kris Mitchell, Administration ● AJ Deines, Grounds Supervisor
 Frank Gorsuch, Grounds Staff ● Jamas Pickinpaugh, Grounds Staff ● Chris Becher, Grounds Staff

Division of State of Wyoming Department of Agriculture

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