

Central Montana Fair
Open Fair Department Superintendent
Job Description & Contract 2025

This agreement made and entered into by and between the Fergus County Fair Board of Fergus County, Montana, herein referred to as the Board, the Fergus County Facilities & Events Management, and:
(name) _____, of **(mailing address)** _____,
Montana, **(phone)** _____ and **(email)** _____
herein after referred to as the Superintendent.

1) The Superintendent agrees to fill the position of Superintendent of the _____
Department.

2) The term of this contract shall begin January 1st 2025, and shall continue until December 31st 2025.

3) Duties **required** from the Superintendent as listed below.

- ◇ Maintain, review, and update the CMT (Central Montana) Fair Premium Book as it pertains to the Superintendent's Department.
- ◇ Submit Premium Book changes to the contractors for the CMT Fair Office **by February 20th**. Entries are in the format of Department/Class/Lot.
- ◇ **Complete proofread drafts of the Premium Book between January 1st and February 20th**.
- ◇ The Premium Book will be available on the CMT Fair website. Superintendents are responsible for printing and distributing the Premium Books if needed by their Department entrants.
- ◇ Organize judging of Department. Arrange for judge(s) and **submit a signed judge's contract to the Fair Office by May 1st** (for claims payment).
- ◇ Secure a clerk(s) for assistance in taking entries (both pre-entries and entry day), judging, displaying, and security.
- ◇ **Submit requests to CMT Fair Office by May 1st** for supplies and ribbons needed for judging and displays.
- ◇ Secure/solicit any special prizes/awards for Department. Premium Book contributors must be **confirmed by February 20th**.
- ◇ Each Superintendent shall be responsible to ensure their Department is secure and continually manned during hours of operation. It is not acceptable for Departments to be unattended.
- ◇ Set up and decorate display area based on the **Fair Theme**.
- ◇ Assist exhibitors in entering exhibits on exhibit entry day.
- ◇ Supervise clerks, volunteers and others necessary to run the Department. **The Superintendent is to appoint a person(s) to complete the duties if they are unable.**
- ◇ Be present during judging and assist the judges. Superintendents shall ensure judges are not interfered with and enforce the rules of the Central Montana Fair.
- ◇ Record judging results on provided judging sheets and turn into Fair Office (premium points recorded for payment of premiums and media), ASAP after judging. This is usually called "clerking for the judge".
- ◇ Record and submit a written report at the end of the Fair and/or attend the year end Superintendent meeting indicating suggested changes for the next year and comments on the Fair.
- ◇ Assist exhibitors in removing exhibits on exhibits release days.
- ◇ Complete all other duties necessary to make the Department a success.

4) The superintendents shall be paid a sum based on their degree of completion of the above mentioned duties; \$50 will be the minimum sum paid. \$500 is the maximum per Department. Security of the Department and exhibit items is a Fair priority; Superintendents will be paid at least \$200 if their Department is secured to the satisfaction of the Fair Office. Other expenses associated with the Department must be approved by the Fergus County Facilities and Events Manager and accompanied by a receipt. Mileage will not be reimbursed under this contract.

5) Agrees to stay within the budget set by the Board and Fergus County Facilities and Events Manager.

Department Superintendent

Fergus County Facilities & Events Manager

Date: _____

Date: _____