

# Southeast Alaska State Fair, Inc.

P.O. Box 385 · Haines, AK 99827 · Phone: 907-766-2476 · Fax: 907-766-2478

E-mail: [kari@seakfair.org](mailto:kari@seakfair.org) · Website: [www.seakfair.org](http://www.seakfair.org)

---

## Job Description

Title: Southeast Alaska State Fair Facility Manager

Reports to: Southeast Alaska State Fair Executive Director

Contract Term: Full-time (32 hours per week) Wage: DOE

Southeast Alaska State Fair's Mission Statement:

*"Southeast Alaska State Fair, Inc., enriches community by hosting celebrations of heritage, creativity and social exchange."*

Function: The Fair Facility Manager works to ensure a functional, safe and aesthetically pleasing Southeast Alaska State Fairgrounds for organizational and public use in accordance with the annual budget and priorities. In partnership with the Fair's Executive Director (ED), the Facility Manager helps identify priorities and set maintenance and capital improvement goals, and is a key player in event preparation. The Facility Manager collaborates with the ED and the Fair's Board of Directors Facilities Committee to plan, budget and execute maintenance and capital improvements projects in a safe and efficient manner. This is a hands-on position that entails all aspects of carpentry, light plumbing, and electrical; project management and project budgets; and management of maintenance staff and hired contractors.

Duties and Responsibilities: The following is not meant to be comprehensive or all-inclusive.

1. Maintenance
  - a. Works to maintain a safe, functional, and aesthetic property for public use
  - b. With ED and facility committee, identifies and prioritizes maintenance needs
  - c. Plans all aspects of maintenance projects in collaboration with ED, including identifying best remedy; drawing plans as needed; creating list and ordering materials; developing timeline; contributing to budgeting decisions mindful of full priorities list
  - d. Acts as lead in all in-house maintenance projects, directing other maintenance staff within a project according to schedules and skills
  - e. Oversees maintenance work by private contractors
2. Capital improvements – please see Maintenance list and substitute "capital improvements"
3. Event preparation
  - a. Works with ED to meet event property setup needs and timelines
4. Management of maintenance staff
  - a. Participates in hiring decisions for new maintenance staff
  - b. Contributes to weekly project lists and delegation of tasks during weekly meeting with ED
  - c. Helps maintain an efficient, safe and positive work environment
  - d. Oversees procurement and maintenance of tools and equipment
5. Manages and oversees Vehicle Storage
  - a. Ensures vehicles are checked in
  - b. Properly stowed and parked

### Hard Skills:

Background in project development and management

Good carpentry, light electrical and light plumbing skills

# Southeast Alaska State Fair, Inc.

P.O. Box 385 · Haines, AK 99827 · Phone: 907-766-2476 · Fax: 907-766-2478

E-mail: [kari@seakfair.org](mailto:kari@seakfair.org) · Website: [www.seakfair.org](http://www.seakfair.org)

---

Ability to troubleshoot problems independently and collaboratively  
Willingness to find creative “best” solutions  
Experience successfully managing maintenance staff  
Excellent interpersonal skills  
Maintain a positive, professional demeanor  
Proven accuracy and attention to detail  
Understanding of budgeting and financial management

## **Soft skills**

Self-motivated  
Collaborative, yet ability to work independently  
Positive and professional  
Energetic  
Creative problem-solver  
Orientation to success and outcomes  
Able to thrive in a fast-paced environment  
Able to maintain positive interactions with the public

## **Other:**

Ability to regularly and safely lift 75 pounds  
Valid Alaska driver’s license  
Excellent job references