



Twin Falls County Fair Operations Coordinator

SALARY	\$55,000.00 - \$70,000.00 Annually	LOCATION	Twin Falls County, ID
JOB TYPE	Full-time	JOB NUMBER	202600067
DEPARTMENT	Fairgrounds	OPENING DATE	08/06/2026
CLOSING DATE	8/13/2026 10:00 PM Mountain		

Position Information

The Twin Falls County Fairgrounds exists to preserve and celebrate the agricultural heritage of Twin Falls County while providing exceptional experiences through the annual County Fair, a premier PRCA Rodeo, community events, educational opportunities, and year-round use of the Fairgrounds.

We are seeking an experienced Fair Operations Coordinator to serve as the operational leader of the Fairgrounds. This position is responsible for planning, directing, and executing the annual Twin Falls County Fair, PRCA Rodeo, and year-round operations while driving operational excellence, increasing revenue opportunities, and supporting the Fair Board's long-term vision for one of Idaho's premier fairgrounds.

Job Description

The Fair Operations Coordinator serves as the operational leader of the Twin Falls County Fairgrounds and is responsible for planning, directing, and executing the annual Twin Falls County Fair and year-round operations while driving operational excellence, revenue growth, customer service, and continuous improvement.

Working under the direction of the Fair Manager, this position exercises considerable independent judgment in coordinating operations, managing facility readiness, supporting financial administration, supervising seasonal staff, and developing partnerships that strengthen the long-term success of the Fairgrounds.

Duties / Responsibilities

Lead planning and execution of the annual Twin Falls County Fair, PRCA Rodeo, and year-round events.

Direct operational planning, facility readiness, event logistics, scheduling, and timelines.

Serve as the primary contact for vendors, exhibitors, sponsors, entertainers, PRCA representatives, contractors, and major event organizers.

Develop and expand year-round facility rental opportunities and revenue-generating partnerships.

Recommend pricing strategies to improve facility utilization and financial sustainability.

Coordinate and supervise operational workflow between office staff and seasonal employees.

Develop, implement, and maintain standard operating procedures (SOPs) and operational performance metrics.
Prepare Fair Board reports, contracts, agreements, and operational documentation.
Coordinate budgeting support, accounts payable, banking, payroll support, financial reporting, and administrative functions with the Fair Manager.
Build positive relationships with community organizations, vendors, exhibitors, sponsors, volunteers, and event partners.
Promote teamwork, accountability, customer service, communication, and continuous improvement.
Perform other duties as assigned.

CORE SUCCESS MEASURES:

The Fair Operations Coordinator will be evaluated on the ability to:

- Deliver a safe, organized, and successful annual Twin Falls County Fair and PRCA Rodeo.
- Increase Fairgrounds revenue through expanded rentals, sponsorships, concessions, partnerships, and new event development.
- Improve year-round facility utilization by increasing the number and quality of events hosted.
- Develop and maintain positive working relationships with vendors, exhibitors, sponsors, contractors, volunteers, community organizations, and event partners.
- Develop and continuously improve operational procedures that increase efficiency and customer satisfaction.
- Support the Fair Manager and Fair Board in achieving the strategic goals and long-term vision of the Twin Falls County Fairgrounds.
- Maintain high standards of fiscal responsibility, operational efficiency, and stewardship of public resources.

Qualifications

The requirements listed below are representative of the knowledge, skills, and abilities necessary to successfully perform the essential functions of this position.

Knowledge of:

- Event planning and logistics
- Facility and grounds management
- Budgeting and financial administration
- Customer service and public relations
- Vendor and contract management
- Business operations and project coordination
- Office software and technology
- Standard operating procedure development
- Effective written and verbal communication

Skill and Ability to:

- Plan, organize, and manage multiple projects simultaneously.
- Exercise sound judgment and make independent decisions.
- Build positive relationships with community partners, vendors, exhibitors, sponsors, volunteers, and the public.
- Communicate effectively both verbally and in writing.
- Analyze operational challenges and implement practical solutions.
- Manage priorities and meet deadlines in a fast-paced environment.
- Supervise and coordinate the work of seasonal staff.
- Maintain professionalism while representing the Twin Falls County Fairgrounds.
- Work independently while collaborating effectively with the Fair Manager and Fair Board.

MINIMUM EXPERIENCE AND TRAINING

- Associate degree in Business, Event Management, Public Administration, Agriculture, or a related field preferred. High school diploma or equivalent required.
- Minimum of three (3) years of progressively responsible experience in event management, operations, facility management, business administration, customer service, financial administration, or a closely related field.
- An equivalent combination of education, training, and experience demonstrating the knowledge, skills, and abilities necessary to successfully perform the essential duties of the position may be considered.

Employer

Twin Falls County

Address

P.O. Box 126

Twin Falls, Idaho, 83303

Phone

208-736-4174

Website<http://www.twinfallscounty.org>