

Job Title: Junior Fair Sales/Auction Coordinator

Location: Ashland County

Organization: Ashland County Fair

Interested applicants should send a letter of interest and resume to ashctyfairsale@gmail.com by June 10, 2026. Qualifying candidates will be scheduled for interviews the week of June 15th.

Job Summary

The Junior Fair Sales/Auction Coordinator is responsible for the planning, organization, managing and the execution of the Junior Fair Livestock Sale at the Ashland County Fair. This role works closely with Livestock Superintendents, the Sales Committee, exhibitors (including 4-H and FFA members), buyers, and other stakeholders to ensure a smooth, transparent, and successful auction process that highlights youth agricultural achievements.

Key Responsibilities

- Assist in coordinating all aspects of the Junior Fair Livestock Sale, including scheduling and logistics
 - Serve as a point of contact for exhibitors, buyers, and community supporters
 - Maintain accurate records of sale entries, buyer registrations, and financial transactions
 - Support outreach efforts to local businesses and individuals to encourage buyer participation
 - Help prepare and distribute sale catalogs, exhibitor listings, and promotional materials
 - Coordinate buyer registration and check-in during the fair
 - Assist with invoicing, payment collection, and distribution of proceeds to exhibitors
 - Work collaboratively with the Junior Fair Board, Senior Fair Board, and Sales Committee
 - Ensure compliance with Ashland County Junior Fair rules and Ohio fair regulations
 - Provide on-site coordination during the auction to ensure efficient and professional operations
 - Complete post-sale reports and assist with recordkeeping for future fairs
 - Social media and Marketing
 - See page 3-4 for more Key Responsibility details
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Qualifications

- High school diploma or equivalent (college coursework in agriculture, business, accounting, or communications preferred)

- Familiarity with 4-H, FFA, or livestock exhibition programs strongly preferred
 - Strong organizational and communication skills
 - Detail-oriented with the ability to manage records accurately
 - Ability to interact professionally with youth exhibitors, families, and local business leaders
 - Data Entry and financial tracking abilities
 - Basic computer skills (Microsoft Office, spreadsheets, or fair management software)
 - Willingness to work evenings and weekends, especially during fair week
 - Must be able to pass drug and background checks and be bonded.
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Skills & Competencies

- Community engagement and relationship-building
 - Event coordination and time management
 - Customer service and communication
 - Attention to detail and problem-solving
 - Team collaboration with volunteers and board members
 - Basic financial and data management skills
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Work Environment

- Combination of office preparation and on-site fair work
 - Outdoor environment during fair week at the Ashland County Fairgrounds
 - Fast-paced, community-focused atmosphere with high public interaction
 - Must be able to attend Sale Committee Meetings and other meetings as assigned
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Physical Requirements

- Ability to stand and walk for extended periods during events
 - Ability to lift up to 25–30 lbs as needed
 - Comfortable working in varying weather conditions typical of an Ohio summer fair
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Reports To

- Sales Committee Chair
- Senior Fair Board Representatives
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1. Pre-Sale Preparation

- Review prior year sale financials and procedures
- Assist with sale budget and projected proceeds
- Set up accounting software/process if not already in place
- Coordinate with Fair Board, Sale Committee
- Review internal controls for cash, checks, and electronic payments
- Annually review training videos on FairEntry or dedicated software
- Select and contact sale office clerks/assistants
- Prepare buyers packets: include lanyards, sale cards, list of exhibitors
- Collect and mail completed weigher license forms from each species committees
- Collect hog and lamb pen assignments- build sale order based on barn set up
- Remind each committee to enter the “will sell” option as weighing in animals
- Build sale orders , print sale orders, input check off deductions, input turn prices, build power point to show at sale-in sale order per species and to display as kids enter the show ring,
- Set up for sale day- computers, monitors, keyboards, TV’s for power points,

2. Sale Day Financial Operations

- Support buyer registration and number tracking
- Work with team on livestock sale results.
- Verify commission rates, add-ons, and fees – donations
- Ensure proper segregation of duties for cash/check handling
- Reconcile sale sheets to auctioneer reports

3. Buyer Billing & Collections

- Prepare and issue buyer invoices (including add-ons, fees, and sponsorships)
- Track incoming payments (checks, ACH, credit cards)
- Deposit funds and maintain detailed deposit records
- Follow up on outstanding buyer balances
- Coordinate with Fair Board on delinquent accounts

4. Exhibitor Settlement & Payouts

- Calculate exhibitor proceeds net of commissions, fees, and deductions
- Verify exhibitor eligibility and required paperwork
- Issue exhibitor payments
- Maintain payout documentation for audit and tax purposes
- Complete list of donations and send to charities
- Complete list of donated animals from buyers that were processed and send the list of buyers to the designated charity organization

5. Reconciliation & Reporting

- Reconcile:
 - Auctioneer reports
 - Buyer invoices
 - Bank deposits
 - Exhibitor payouts
- Prepare post-sale financial summary:
 - Gross sales
 - Total commissions and expenses
 - Net proceeds to exhibitors
- Present final sale report to Fair Board and Sale Committee

6. Tax & Compliance Support

- Maintain records for nonprofit or county fair audit requirements
- Ensure compliance with state and local financial regulations
- Coordinate with Fair Board's CPA for year-end reporting

7. Ongoing Recordkeeping & Audit Support

- Maintain organized sale financial records
- Provide documentation for:
 - Fair Board review
 - County or state audits
 - Grant or sponsorship verification
- Recommend process improvements for future sales