

18th DAA – Tri-County Fair Livestock Superintendent



The 18th District Agricultural Association (DAA), known as the Eastern Sierra Tri-County Fair (TCF), holds a Junior Livestock Show separate from the annual fair event. The TCF is seeking a proposal for an Independent Contractor (Contractor) to perform the duties as the Livestock Superintendent for the **TCF Junior Livestock Show & Auction, June 24-29, 2025**.

Interested candidates are required to submit the following by January 17, 2025, to info@tricityfair.com (subject: *TCF Livestock Superintendent*):

- Letter of interest/proposal, outlining experience, staffing requirements & duties, team compensation & any other relevant information.
- Resume, showing applicable experience.
- A minimum of 2 references from organizations where you have been a livestock superintendent or equivalent.

Please find additional information about the Junior Livestock Show at:

<https://tricityfair.com/event/junior-livestock-auction/>

A) COMPENSATION

1. Contractor and team shall be paid yearly, depending on experience. Payment is to be made in three (3) installments (when entries close, after the livestock show/auction, & after livestock exhibitor checks are ready for disbursement).
2. Contractor shall provide their own computer, printer, and internet connection while working off-grounds. These costs are at the expense of the Contractor. The TCF will provide an e-mail address under this agreement. The Contractor is required to maintain this email (checking regularly and replying appropriately).
3. TCF is responsible for lodging (hotel or RV space) for the Contractor & team to perform duties during the Junior Livestock Show. TCF and Contractor acknowledge that additional travel to the site may be required; this would be at an additional expense to the TCF and based on mutually agreed upon terms.
4. TCF will provide the Contractor with remote network access to fair drives & ShoWorks program.

B) DURATION OF SERVICES

1. This agreement between the TCF and the Contractor shall be good for 3 years, with two (2) one-year extensions if both parties agree to terms (max of 5 years).

C) TERMINATION OF SERVICES

Written notice is required from either party to terminate this contract. Termination must occur in writing before November 15th of the given year.

D) SCOPE OF SERVICES

The contractor shall be responsible for and perform the standard duties of a Livestock Superintendent for the TCF by planning, organizing, and managing all aspects of the livestock show and auction.

The following is included but not limited to a list of duties to be performed:

1) General Tasks:

- a. Review and suggest, as needed, changes to the Premium Book & schedules
- a. Participate in Junior Livestock Auction Committee (JLAC) and in TCF Board Meetings, as needed
- b. Communicate with fair staff, JLAC, leaders, and exhibitors
- c. Check email on a regular basis and respond promptly
- d. Uphold Local and State Rules
- e. Maintain accurate records of all event activities and financial transactions

2) Admin & Data Entry:

- a. Maintain and update data entry files in ShoWorks; input show results
- b. Ensure event requirements are met by all exhibitors and leaders (4H, FFA, Grange, and Independent)
- c. Set up and monitor online entries
- d. Balance entry payments
- e. Proof all entries
- f. Verify release of liability has been received for all exhibitors
- g. Verify all exhibitors have completed YQCA training
- h. Verify all out-of-county and out-of-state exhibitors meet all requirements to participate
- i. Prepare/review all entry reports for accuracy; distribute & print for show
- j. Initiate, process, and prepare livestock exhibitor checks to be issued, including correct deductions, add-ons, premiums, and sale amount
- k. Ensure add-ons are setup correctly within ShoWorks and they are accurately added to exhibitor payments

3) Barn Set-Up:

- a. Provide Maintenance & Operations with needs for shows
- b. Confirm certification of scales
- c. Create stalling charts/map; verify setup for accuracy
- d. Perform a walk-through to ensure the facility is show-ready

4) Staffing:

- a. Hire all staff for livestock assistance for and during the show, as needed
 - Provide information to fair staff so contracts can be issued
- b. Supervise and train event staff and volunteers
 - Obtain waiver and code of conduct for all employees and volunteers
- c. Provide staff with a schedule and outline of required duties

5) Judges:

- a. Hire judges, staying within budget
 - Provide information to fair staff so contracts can be issued
 - Provide dates for hotels needed by judges
- b. Handle all correspondence, including livestock show schedule

6) Awards:

- a. Determine award needs for the show and email to the Awards Committee Chairman to review; Awards Committee to provide a selection of awards within budget
- b. Inventory, organize, and distribute awards at the show

7) Auction:

- b. Organize, plan, implement, and oversee the auction with the JLAC
- c. Confirm auctioneers with the JLAC
- d. Confirm processing plant transportation and rates with the JLAC
- e. Oversee and organize the loading of animals for processing facilities
- f. Utilize the ShoWorks program to manage entries, results, and reports; provide all forms, sale catalogs, sale orders, sale lot numbers, sale lists, buyer lists, exhibitors lists, buyer numbers, clerking on/off block, and buyer registration/check-in
 - Prepare, develop, distribute, and organize all buyer information
- g. Work closely with fair management on all auction-related accounting procedures, protocols, documents, audit requirements, and ShoWorks reporting
- h. Assist JLAC and TCF with Auction Payment setup
- i. Assist JLAC with day-of-sale Buyer Payments
- j. Complete processing plant paperwork before and after the show