

POSITION POSTING

LIVESTOCK ENTRIES COORDINATOR

POSITION SUMMARY

The Livestock Entries Coordinator oversees livestock entry operations for the Kentucky State Fair and other assigned agricultural events. Responsibilities include managing exhibitor registrations, entry documentation, financial transactions, premium administration, and event logistics while ensuring compliance with established policies and procedures. The position serves as a primary resource for exhibitors and stakeholders, coordinates temporary staff, and collaborates with internal and external partners to support the successful execution of livestock events.

Job Type: Full-time 37.5 hours per week

Salary: \$44,000.00 annually ~ Commensurate with experience

Work Location: Kentucky Exposition Center

ESSENTIAL FUNCTIONS

- Coordinate the administration of livestock exhibitor entries, registrations, required documentation, and premium eligibility for the Kentucky State Fair and other assigned agricultural events.
- Serve as the primary point of contact for exhibitors, extension agents, judges, superintendents, vendors, and the public by providing timely information and resolving questions regarding livestock competitions and entry requirements.
- Review, verify, and maintain accurate exhibitor records, entry data, financial transactions, and supporting documentation to ensure compliance with Kentucky Venues policies and event requirements.
- Process exhibitor fees, premium payments, purchasing transactions, invoices, and other financial records while maintaining accurate accounting and departmental documentation.
- Assist in the planning, coordination, and execution of livestock shows, competitions, and related event activities, ensuring efficient operations before, during, and after events.
- Coordinate, train, schedule, and provide day-to-day directions to temporary, seasonal, and event staff to support livestock entry operations and customer service.
- Assist with the development, review, and distribution of premium books, exhibitor materials, contracts, reports, correspondence, and other operational documents.
- Collaborate with internal departments, industry partners, and external stakeholders to support successful livestock events and enhance the exhibitor's experience.
- Promote a professional, customer-focused environment by demonstrating Kentucky Venues' values, exercising sound judgment, and providing responsive, solution-oriented service.
- Coordinate the preparation, setup, and operational readiness of livestock entry offices, check-in locations, and exhibitor support services to ensure efficient event operations and high-quality exhibitor experience.
- This role does not hold direct supervisory authority.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Work is performed in office and event facility environments.
 - Exposure to indoor and outdoor environments, varying weather conditions, moderate to high noise levels, flashing or strobe lighting, livestock, allergens, exhaust fumes, moving vehicles, mechanical equipment, cleaning chemicals, and other conditions associated with event, entertainment, agricultural, and exhibition facilities.
 - Frequent walking and standing are required, including traversing large facilities, stairways, ramps, elevators, escalators, parking areas, and crowded public spaces.
 - Must be able to independently move, lift, carry, push, and/or pull materials weighing up to **25 pounds**.
 - Work schedule is based on assigned duties and may include standard Monday through Friday business hours or a varied schedule to support operational and event needs, including early mornings, evenings, late nights, weekends, holidays, and extended hours.
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- Travel between Kentucky Venues facilities and other business-related locations may be required in accordance with operational needs and the responsibilities of the position.
- Must be able to perform duties with or without reasonable accommodation.

EDUCATION LEVEL, EXPERIENCE AND ABILITIES REQUIRED

- High school diploma or GED required; an associate degree in business administration, accounting, event management, or a related field is preferred.
- Must successfully complete all pre-employment background screening requirements applicable to the position
- Must be legally authorized to work in the United States and meet all federal employment eligibility verification requirements

POSTING CLOSES: August 16, 2026

APPLY TODAY!

Kentucky Venues employees are encouraged to apply.

Apply by scanning QR code or online at:

<https://kyvenues.com/apply-online>



Kentucky Venues is an equal opportunity employer.
