

Job Title: Part-Time Fair Book/ Billboard Design & Sponsorship Team Member

Hours: Part-time (Flexible hours averaging 10–20 hours per week, scaling up closer to the spring print deadline)

Compensation: TBD

Application: E-mail Resumé to Info@shelbycountyfair.com by EOD November 16, 2026

Position Type: Annual Contract (Renewable Year-Over-Year)

Job Purpose

We are seeking an organized, community-minded **Part-Time Fair Book Design/Billboard & Sponsorship Team Member** on an annual contract basis to manage the production of our yearly County Fair Premium Book using Canva/In-Design. In this recurring role, you will take raw schedules and rules provided by our department heads and format them into a clean, easy-to-read layout. Simultaneously, you will build and maintain year-over-year relationships with local businesses to secure and design the advertisements that fund the book.

Key Responsibilities



Fair Book Layout & Formatting (Canva/In-Design)

- **Data & Schedule Organization:** Take pre-typed, raw text from department heads and format it cleanly into multi-page Canva/In-Design layouts, including daily event schedules, livestock rules, and exhibit entry forms.
- **Ad Design & Integration:** Build eye-catching advertisements for local sponsors within Canva/In-Design, and seamlessly place them into quarter-page, half-page, or full-page slots throughout the book.
- **Consistency & Proofing:** Maintain clean typography, consistent margins, and logical page flow across heavily detailed sections (e.g., Junior Fair, Open Class, Fine Arts).
- **Print Optimization:** Ensure the final Canva/In-Design document aligns perfectly with commercial print requirements, adjusting for margins, bleed, and formatting definitions before delivery.



Local Sponsorship & Ad Sales

- **Annual Relationship Management:** Re-engage returning annual fair sponsors each season while pitching new local businesses, agricultural suppliers, and community partners to purchase ad space.
- **Rate Sheet Management:** Utilize a Canva-based/In-Design media kit or rate sheet to clearly communicate ad sizes, pricing structures, and submission deadlines to prospective buyers.
- **Asset Management:** Collect and track logos, payment details, and text approvals from local businesses, ensuring everything is locked in before the hard printing deadline.

Required Qualifications

- **Advanced Canv/In-Design Skills:** Absolute comfort navigating massive multi-page documents, alignment grids, frames, and master text styles in Canva/In-Design
- **Detail-Oriented Proofreading:** Exceptional eye for catching alignment issues, overlapping text, missing page numbers, or typos in dense informational blocks.
- **Professional Communication:** Friendly, confident, and professional approach when connecting with local business owners via phone, email, or in person.
- **Strict Deadline Management:** Proven ability to stick to a rigid production timeline, ensuring the book is completely finished and sent to the printer on schedule
- **Digital Billboard Management:** Create and Post Digital Ads, Logos, Community Information and Fair Information in a timely manner
- **Sponsorship Team Member:** Work with sponsors and engage new sponsorships to support the County Youth/Fair. Maintain these sponsorship relationships throughout the year.

Preferred Qualifications

- Prior experience designing community booklets, programs, local directories, or fair books.
- Familiarity with county fairs, 4-H programs, FFA chapters, or rural/agricultural communities.
- Based locally in or around Shelby County to allow for seamless local coordination, print proofs, or material drop-offs.