NEBRASKA STATE FAIR
POSITION DESCRIPTION
Entertainment & Events Manager

As of November 9, 2026

Summary:

Reporting to the Entertainment & Events Director, the Employee will be experienced in Event planning and Event execution and will coordinate Nebraska based events and entertainment. This position will work with local (statewide) Clubs and Organizations to plan and to execute attractions, demonstrations, exhibits, and entertainment for the Nebraska State Fair.

Nebraska State Fair Duties and Essential Job Functions:

- Maintain a culture that fosters Nebraska State Fair mission and values to recognize the achievements of Nebraskans, celebrate youth and Fair traditions and showcase agriculture while providing educational and entertaining experiences for all
- Engage with current and prospective Nebraska Partners to plan, finalize, and to execute the Local/Regional Entertainment Plan.
- Adhere to established budget and seek approval when budgetary changes are recommended.
- Perform Lead Role with the planning and execution of all local events and programs including, but not limited to: Cheer & Dance, Nebraskappella, Veteran's Day Program and Parade, Parades, County Fair Day, Board Reunion, Marching Bands, AGtivity Acres, Opening Ceremony, Low Sensory Room and National Anthem Performers.
- In coordination with Entertainment and Events Director, research, select, plan and execute all aspects of Nebraska based free stage entertainment including scheduling, location placement, advancing, rider requests, communication, parking, on-site orientation, daily touch points, welcome/info packets, load-in, settlement and load-out.
- Prepare, review, adjust, and execute contracts for plan securements.
- Research and implement new events/entertainment ideas.
- Secure Certificate of Insurance (COI) of partners in this realm.
- Identify, communicate, and facilitate logistic needs for timely and efficient Event execution.
- Identify, create, and communicate support materials for Local Events Marketing.
- Identify logistic needs in NSF Event Software program for fulfillment.
- Participate in Staff Meetings.
- Prepare Event evaluation for each event within the Local Event Plan.

Aksarben Stock Show Duties

- In coordination with Entertainment and Events Director, plan and execute Beyond the Show Ring programming.
- Coordinate National Anthem needs
- Perform a supporting role, as needed for other areas of the event.

Additional Job Duties:

- Perform a supporting role for limited, key Events that are led by NSF Staff Team.
- Perform a supporting role in the execution of off-season, community engagement and conference activities including, but not limited to Stuhr Museum Festival of Trees and NAFM Trade Show Booth.
- Perform a supporting role in Zone 5 activities including coordinating bus transportation (as needed) and conference planning.
- Provide regular updates of planning to the Entertainment and Events Director and Staff Team.
- Assist with preparing and submitting IAFE Contest Entries.
- Must have the ability to read, follow, and implement budget controls within Events Department.

Education and/or Experience:

- Graduate or near graduate of college or university, or similar experience in event programming.
- Must have experience scheduling and coordinating shows, events, or programming.

Minimum Qualifications:

- Must follow basic safety requirements.
- Must be able to occasionally lift up to 50 lbs., while performing the duties of this job, the Contract Employee is required to stand for long periods of time; frequently walk or move about the property, be able to lift or assist in lifting and transporting objects such as tables, chairs, boxes, platforms, etc.
- Requires climbing stairs and maneuvering equipment in an out of rooms, hallways, and buildings.
- Must be able to work nights, weekends, and holidays, as needed, including working on-property every day of the Nebraska State Fair.
- Current valid driver's license and be insurable to drive.
- Strong verbal and written communication skills.
- Must be driven, confident, organized and an accomplished problem-solver.
- Able and willing to work cooperatively with other team members.