

DuQuoin State Fair
Competitive Events
Superintendent Postings

Position Title: Beef Cattle Superintendent

Division: Livestock

Issued: November 2025

Application Process: Application should include resume with related work history and three personal references

Application Deadline: December 31, 2025

Mail:

DuQuoin State Fair
Competitive Events Department
655 Executive Dr.
Du Quoin, IL 62832
Phone 618-542-1505

Email:

Patsie.Hopkins@Illinois.Gov
Subject Line: Superintendent Posting (Open Beef)

Job Summary: Under the direction of the DuQuoin State Fair Manager, or his/her designee, the position provides coordination and leadership for the Junior and Open Beef Cattle Show at the DuQuoin State Fair. Ensures the ethical treatment of animals in all activities and events; a fair, unbiased exhibition opportunity for all exhibitors; and a safe, healthy environment for animals, exhibitors and visitors. Further, the Superintendent is expected to model and demonstrate integrity and a passion and commitment to the success of the State Fair as a showcase for Illinois agriculture.

Essential Duties and Responsibilities: (Related duties may be assigned.)

- Demonstrate strong communication and collaborative leadership skills that engage others in decision-making.
- Work with DQSF Management to introduce innovative ideas, implement change, and achieve results in a unique and highly intense fair environment.
- Serve as liaison with breed associations, the Illinois Beef Association, and the Land of Lincoln Purebred Livestock Breeder's Association.
- Recommend for approval appropriate schedules, rules, and classes for the shows.
- Establish and coordinate specific procedures for processing and verifying entries in the shows.
- Identify Assistant Superintendents and volunteers to ensure the shows are timely and efficient.
- Submit all equipment, supply, sign, and form requests in a timely manner.
- Secure show judges and announcers.
- Assign animal pens, as appropriate.
- Distribute ribbons and trophies.
- Ensure all show results are completely and properly recorded and reported.
- Oversee show set-up and clean-up.
- Coordinate requests by associations and/or club shows during the State Fair with the approval of State Fair management.
- Assist DuQuoin State Fair management to enforce rules outlined in the DuQuoin State Fair Premium Book.
- Serve as the initial arbitrator in rule interpretation and dispute with fairness and lack of bias, based off the rules established in the DuQuoin State Fair Premium Book.
- Coordinate all activities through and maintain complete and open communication with the DuQuoin State Fair Manager and/or his/her designee.
- Other duties as assigned by State Fair management.

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General Qualifications:

To perform this role successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications:

- 21 years of age;
- Knowledge of and a dedication to sound, ethical animal husbandry;
- Knowledge of current livestock industry interests and standards for both breeding and market animals;
- Experience working with livestock;
- Experience coordinating and supervising livestock shows at the county, district, regional, state and/or national level(s);
- Experience working with others in similar supervisory roles to ensure coordinated rule development and enforcement, event coordination and management, shared resource distribution, a fair and unbiased exhibition opportunity for all exhibitors, and a safe and healthy fair environment for exhibitors, animals, and visitors.
- Basic Microsoft Office Proficiency
- Ability to work confidently with multiple technology platforms and adapt to emerging tools to support program and operational needs.
- Experience at the Du Quoin State Fair is preferred.

Reports to: Competitive Events Manager and General Livestock Superintendent.

Supervision Exercised: Assistant Superintendents and others assigned by the General Livestock Superintendent and/or Competitive Events Manager.

Physical Demands: Reading, speaking, lifting, bending, standing, walking, sitting. Must be able to lift up to 25 pounds. Must be able to work in various weather environments, including but not limited to heat, wind, rain. Must be able to communicate consistently by phone and email.

Workload: The ideal candidate is someone who is able to work part-time hours from January to July, with more hours required leading up to the Fair, and that can commit additional time during the 11-day Fair (late August-early September). Work can be done evenings, weekends and remotely leading up to the Fair. Beginning the weekend prior to the first day of the Fair, this position is expected to be present for any department-related events occurring during the Fair and could be up to 10+ hours/day on judging days and days of the Fair.

NOTE: Immediate family members cannot exhibit in a Superintendent's department. Immediate family members are defined as spouse, parents, step-parents, children, step-children, brothers, sisters, step-brothers or step-sisters. Applicants who can reasonably anticipate an immediate family member may show in the Junior or Open Beef Cattle Show at the DuQuoin State Fair are advised that if they are selected for the position, their immediate family members will not be able to participate in the show.