

Montana Wool Growers Assoc.
PO Box 1693
Helena, MT 59624



Phone (406) 442-1330
leah@mtsheep.org
www.mtsheep.org

December 17, 2022

Montana Wool Growers Association (MWGA) Job Opening

Title: Montana Ram Sale Manager

Job Description:

The chosen candidate would work collaboratively to plan and execute the Montana Ram Sale in Miles City, MT. The Montana Ram Sale markets nearly 300 head of rams each September. This sale has a long-standing history and reputation for quality genetics.

Communication will be key in this position, as the manager will be working with up to 30 consignor families, a sale committee of 5 members, ewe sale manager, and the MWGA Executive Secretary. Candidate must be organized and dedicated to record keeping.

The ideal candidate would understand the sheep industry, have experience with livestock sales, be competent in the Microsoft Office Suite, comfortable learning new computer programs, and be technology savvy (Adobe InDesign experience is a plus). This position is remote. Most of the work can be accomplished by phone, email, and online meetings. Candidate would need to be present in Miles City during sale week (the second full week of September each year-September 11-15 for 2023). The bulk of the duties are concentrated into August and September.

Pay: Salary will be negotiated upon successful completion of the interview process.

How to Apply: Interested candidates, please send a cover letter, resume, and professional references to MWGA Executive Secretary, Leah Johnson at leah@mtsheep.org no later than **January 20, 2023**. Please send as a pdf, and title the email "Montana Ram Sale Manager Application".

The cover letter should express why you are applying for the position and how past experiences, employment, and education qualify you for the position. References will be checked. Interviews will take place in early February, 2023 in Lewistown, MT.

Please see the following page for the description of duties. Thank you for your interest.

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Montana Ram Sale Manager Job Description

The mission of the Montana Wool Growers Association is to promote and preserve the general welfare of the sheep and wool industry in Montana.

Title: Montana Ram Sale Manager

Duties Include:

- Serve as manager of the Montana Ram Sale
- Work cooperatively with Ewe Sale manager and Ram and Ewe Sale committee
- Serve as secretary to the Montana Ram Sale Committee
- Solicit and organize applications from ram consignors for sale committee
- Inform consignors of committee decisions and provide them a deadline schedule
- Collect sale entry fees and contracts, and make deposits of funds
- Rent fairgrounds and buildings; hire auctioneer, veterinarian, and needed labor
- Purchase liability insurance and any other insurance needed
- Contract with businesses to provide internet broadcast of both sales and bonding agents
- Arrange for Brand Inspectors and apply for the Dept. of Livestock sale permit
- Advertise the sale in print, radio, and online (while adhering to the budget)
- Solicit sponsorship and donations from local businesses
- Develop the sale order
- Collect and organize data from consignors for the sale catalogs
- Work with the online sale representative to prepare the online sale catalog
- Create and design the Ram and Ewe Sale print catalog
- Work with the sale veterinarian to ensure all health paperwork is prepared by consignors
- Arrange for food and drinks for the Ewe Sale social and Ram Sale luncheon
- Help organize and finance the MSU Sheep Seminar on Wednesday if needed
- Attend Ram and Ewe Sale week in Miles City in September
- Balance sale proceeds and ensure timely payment to consignors by bonding agent
- Keep accurate records of the sale and pay the sale bills
- Any other duties necessary for the sales to function well