



GENERAL COUNSEL

Salary: Commensurate with experience

Work Address: Kentucky Exposition Center
937 Phillips Lane Louisville, KY 40209

KENTUCKY EXPOSITION CENTER

937 Phillips Ln
Louisville, KY 40209
Phone: 502.367.5000

KENTUCKY INTERNATIONAL CONVENTION CENTER

221 S Fourth St
Louisville, KY 40202
Phone: 502.595.4381

www.kyvenues.com

Kentucky Venues' two major convention and exposition facilities – the Kentucky Exposition Center and the Kentucky International Convention Center – work with regional, national and international clients to host world-class events. Kentucky Venues also produces signature events annually: Kentucky State Fair, World's Championship Horse Show, National Farm Machinery Show, Championship Tractor Pull, North American International Livestock Exposition, and the North American Championship Rodeo.

Kentucky Exposition Center

The Kentucky Exposition Center is one of the largest exposition facilities in North America. It hosts some of the world's most recognized events and trade shows with 1.2 million square feet of contiguous meeting space. There are 54 meeting rooms, two arenas and 300 acres of outdoor exhibit and demonstration space, which is all vastly configurable to the specific needs of our clients.

Kentucky International Convention Center

The Kentucky International Convention Center (KICC) is located in the heart of Downtown Louisville and hosts a full calendar of major conventions, conferences, expositions and private events. KICC reopened in late 2018 after a \$207 million renovation yielding a multitude of eco-conscious designs and pre-function spaces featuring modern glass facades overlooking the cityscape. The facility boasts 200,000 square feet of Class A exhibit space and 52 adaptable meeting rooms.

Kentucky Venues is governed by the Kentucky State Fair Board.

Work schedule can include nights, weekends and holidays as required. Benefits include life, health, dental and vision insurances, free parking, paid personal and sick leave, and a state employee pension.

Job Description:

The General Counsel of the Kentucky State Fair Board/Kentucky Venues is the agency representative providing professional legal services to the agency in civil litigation and other legal proceedings and advise staff and Board Members on legal transactions pertaining to agency business.

Essential Functions (must be able to perform with or without reasonable accommodations): Provide legal services and counsel in regards to agency matters and business contracts;

- Perform duties as a member of the agency Executive Management Team;
- Write and/or review legal documents and contracts involving agency;
- Represent agency in administrative and judicial venues such as the Personnel Board, EEOC hearings, Unemployment Insurance Appeals hearings, OSHA investigations and settlement discussions, mediation, personnel hearings, etc.;

WE SET THE STAGE. YOU STEAL THE SHOW.



- Analyze probable outcomes of cases, using knowledge of legal precedents;
- Evaluate and guide on long term real estate lease agreements and short term event license agreements;
- Advise agency staff concerning business transactions, claim liability, advisability of prosecuting or defending lawsuits, or legal rights and obligations;
- Question witnesses during the course of a hearing, trial, mediation, and/or investigation;
- Interpret laws, rulings and regulations for the agency such as KRS 45A in regards to state government procurement, the Kentucky Open Records and Open Meetings Act, KRS 13B, KRS 11A, KRS 18A, 101 KAR and 102 KAR, the Kentucky Administrative Regulations development and revision process, among other relevant state laws ;
- Study the US and Kentucky Constitution, statutes, decisions, regulations and ordinances to determine ramifications for cases;
- Prepare, draft, and review legal documents;
- Negotiate settlements of disputes and examine legal data to determine advisability of defending or prosecuting lawsuit;
- Evaluate findings and develop strategies and arguments in preparation for presentation;
- Gather evidence to formulate defense or to initiate legal actions, by such means as interviewing staff, clients and witnesses to ascertain the facts of a case;
- Prepare legal briefs and opinions, file appeals in state and federal judicial bodies of government;
- Perform other duties of a legal nature as requested by the CEO & President and Board Members.

Physical Demands (must be able to perform with or without reasonable accommodations):

- use telephone and e-mail to clearly communicate with clients and staff;
- frequently communicate in person to staff, clients, lessees and general public;
- spend major portion of time using computer for communications, preparing legal documents, etc.;
- access all venue areas to be familiar with events and prospective layout options or contracted lease layouts.

Work Environment and Hours of Work:

- Must have reliable transportation to legal proceedings and meetings
- Must be available to respond to emergencies outside of working hours or clearly communicate to CEO/President or viable alternative staff member;
- Normal work hours are Monday-Friday 8a-5p, attendance at meetings outside of normal work hours is required;

Knowledge, Skills and Abilities:

Knowledge of

- Laws, legal codes, court procedures, precedents, government regulations, executive Orders, agency rules and democratic political process;
- Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar;

Skilled in

- Active listening to give full attention to what others are saying, taking time to understand points being made, asking questions as appropriate;
- Speaking to convey information effectively;
- Reading comprehension to understand written sentences and paragraphs in work related documents;

- Critical thinking to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems;
- Judgment and decision making to consider the relative costs and benefits of potential actions to choose the most appropriate action;
- Negotiation, persuasion, social perceptiveness and complex problem solving;

Able to

- Communicate information and ideas in speaking and writing so others will understand;
- Listen to, read and understand information / ideas presented through spoken and written words and sentences;
- Apply general rules to specific problems to produce answers that make sense;
- Combine pieces of information to form general rules or conclusions.

Education and Experience:

- Must be admitted to practice law and in good standing in the Commonwealth of Kentucky.

Application Process:

Interested applicants should email a cover letter, résumé and at least 3 professional references to:

Amanda Cloyd, Director of Human Resources
Kentucky Venues
amanda.cloyd@kyvenues.com

The subject line of the email shall state “General Counsel Vacancy”.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMODATIONS ARE PROVIDED UPON REQUEST.