



## General Counsel

**Job Type:** Full-time  
**Salary:** Commensurate with experience; Exempt-not eligible for overtime  
**Work Location:** Kentucky Exposition Center, 937 Philips Lane, Louisville. KY 40209

### Organizational Summary:

The Kentucky Exposition Center (KEC) and the Kentucky International Convention Center (KICC), collectively known as Kentucky Venues (KV), are committed to producing shows of public importance and supporting local, regional and international clients to execute successful and impactful events. KEC offers 1.2 million square feet of contiguous indoor exhibit space, 54 adaptable meeting rooms, two arenas and 300 acres of outdoor exhibit space, and KICC yields a multitude of eco-conscious designs, modern pre-function spaces featuring glass facades overlooking the cityscape and 200,000 square feet of Class A exhibit space. Kentucky Venues is governed by the Kentucky State Fair Board.

### Employee Benefits:

Kentucky Venues offers extremely competitive benefits for eligible employees including: health, dental, vision and life insurance, paid personal and sick leave, pension and supplemental retirement, free parking, EAP and employee discounts.

### Position Summary:

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 advises staff and Board Members on legal transactions pertaining to agency business.

### Essential Functions (must be able to execute with/without reasonable accommodation):

- 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.;
- 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.

**Direct Reports:**

- Compliance Officer

**Physical and Mental Demands** (must be able to execute with/without reasonable accommodation):

- Consistently communicates and interacts in-person and via voice call, video call, text and email
- Regularly traverses facility space, including stairs, ramps, escalators/elevators and heavily-occupied spaces

**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

**Educational, Experience and Other Requirements:**

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

**Desired Knowledge, Skills and Abilities:**

- 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;
- 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;
- 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.

**To Apply:**

Complete an application at [kyvenues.com/apply](https://kyvenues.com/apply) and attach a letter of interest, résumé and at least 3 professional references.

Kentucky Venues is an equal opportunity employer. Kentucky Venues does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, gender identity or expression, ancestry, age, pregnancy or related medical condition, marital or familial status, disability, veteran status, political affiliation, or genetic information in accordance with state and federal laws.