



RED RIVER VALLEY FAIR ASSOCIATION

Full-time Operations Team Event Liaison

BRIEF SUMMARY

The Red River Valley Fair is looking for a motivated individual to join our operations team. This position will assist the Operations Manager as a liaison between the ops team and the Events Coordinator. Key responsibilities are implementing and overseeing multiple event setups throughout the facility.

JOB DESCRIPTION

Under the direction of the Operations Manager (or others as assigned) the Events Liaison will be accountable for overseeing and assisting personnel with all event setups. This position is expected to maintain verbal communication with staff in completing tasks to effectively set up multiple events on the grounds as well as assist in the physical labor. On a day to day basis, there will be communications directly with the Events Coordinator to ensure all venues and areas being used, meet the requirements of the lessee as stated in their agreement.

DUTIES & RESPONSIBILITIES

- Through both verbal and written communication, this position will perform procedures and tasks necessary to implement event setups.
- Provide building and ground service needs during an event by keeping the grounds at an acceptable level of cleanliness and ensuring the lessee has necessary materials & equipment needed for event.
- Setup tasks includes but are not limited to; table setup, chairs, banners, linens, rod drape, etc.
- Support implementation of special events include but are not limited to; electrical needs, cleaning crew, bleachers, signage, equipment rentals, sound and lighting.
- After required training, employee will operate tractors, skid steers, mowers, water truck and forklifts to assist in the setup of facility preparation for major events, such as, Big Iron and the Fair.
- Properly communicates repairs needed to the supervisor.
- Respond quickly to emergency situations, requesting additional assistance as needed.
- Perform basic repair and maintenance on equipment.
- Perform grounds maintenance to include trash removal, mowing, trimming, fencing, etc.
- Work with skilled craftsman in the performance of construction tasks.
- Perform other related duties as required by Operations Manager.
- Provide excellent customer service to all Fairgrounds customers and vendors.
- Analyze situations to define issues and draw conclusions in communications with Operations Manager and Event Coordinator.

CONTACT

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REQUIREMENTS

- Must be 18 years or older
- Must have valid driver's license and be insured on our policy
- Maintain proper personal hygiene.
- Work inside and outside and is subject to environmental conditions.
- Must be able to tolerate and work with or around loud equipment and sounds.
- Work successfully as part of a team.
- Climbing, stooping, kneeling, crouching, crawling, reaching, lifting objects from a lower to a higher position that weight 30 pounds or more, walking, grasping, talking and hearing.
- General knowledge in maintenance, lawn care, carpentry, electrical, plumbing, masonry, mechanics and facility rental.
- Read, write and understand English.

QUALIFICATIONS

- Independent problem-solving skills
- Ability to work with a diverse group of individuals or groups
- Ability to work under limited supervision
- Practice and adhere to all Fair health and Safety policies
- Maintain accurate record of events
- Good communications skills
- Excellent interpersonal skills
- Ability to perform essential duties efficiently and accurately without reasonable accommodations and without endangering incumbent and other employees
- Multi-task with excellent time management skills

MAJOR EVENTS ON GROUNDS

Red River Valley Fair
July 9 - 14, 2019

Big Iron Farm Show
September 10-12, 2019

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