



Red River Valley Fair

Job Description – Director of Agricultural Events

Job Title: Director of Agriculture Events

Reports To: COO

DUTIES AND RESPONSIBILITIES

- Manage all agricultural related events including but not limited to Ag Education Center, Big Iron Farm Show, Corn Maze / Fall Festival
- Fair Ag Education Center & Livestock Program
 - Coordinate all aspects of the Ag Education Center
 - Create and design an effective building layout
 - Create a long-term strategic plan for the building
 - Design and implement a birthing center
 - Reach out to community supporters for additional involvement in the Ag Education Center
 - Work with internal staff on new ideas for the Ag Education Center
 - Build relationships with FFA and 4-H Members
 - Create a detailed schedule for pre-Fair, Fair, and post-Fair. Including set up, day-to-day activities, and clean up/tear down
 - Research innovative ideas in the agricultural field to implement in the educational program
- Corn Maze
 - Work with Event Coordinator planning and executing the event
 - Plan a schedule for planting and spraying
- Big Iron Farm Show
 - Maintain Event Hub with exhibitor information
 - Foster relationships with exhibitors
 - Manage exhibitor layout
 - Pursue new exhibitors
- Attend meetings and events as necessary.
- Assist staff members with miscellaneous events and activities.
- File paperwork; maintain organization and other duties as assigned.
- Acts in accordance with the Policy Manual.
- Always maintains good public relations.

1805 Main Avenue W * West Fargo, ND 58078-0797 * (701) 282-2200
www.redrivervalleyfair.com

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QUALIFICATIONS

- Ability to communicate internally and externally effectively, both written and verbal.
- Ability to organize and manage multiple priorities, ensuring deadlines are met.
- Must work effectively with senior-level executive staff; volunteers and co-workers.
- Must also be able to work independently.
- Must have strong interpersonal skills and good judgement and be capable of communicating with a diverse range of individuals.
- Represent strong customer service/support orientation, and the ability to maintain confidential information.
- Time-management and organization skills
- Must have previous Ag background, in either 4-H, FFA, or other affiliated programs/organizations.
- Must be able to create a methodical, long-term schedule.
- Excellent computer skills including experience in MS office applications.

HOURS

- 40 hours per week. 8:00 am – 4:30 pm with a 30-minute lunch break to be coordinated with other office personnel. Winter Hours November 1st to March 31st 7:00 – 5:30pm
- Additional hours, evenings and weekend hours may be required during events scheduled at the Fairgrounds. (Fair, PGI, Big Iron, Corn Maze, SnoCross etc)

BENEFITS

- This position is fully benefitted position with individual healthcare/dental/vision completely paid for by the Red River Valley Fair.