



*Red River Valley Fair
Association*

Position: Gate Admission Attendant

Reports to: Ticket Manager

Status: Part time position to work flexible shifts during the fair – July 9-18, 2021.

Start date: July 9, 2021

General:

The Gate Admission Attendant has the responsibility of taking and filling customers orders at the Red River Valley Fair held during July 9-18, 2021.

Hours:

The Gate Admission Attendant will work varied hours, ranging from 6:00 am – Midnight during the Red River Valley Fair.

Duties:

1. To work closely with management and subordinates, stimulating motivation and a sense of group satisfaction.
2. To physically be able to stand for great lengths of time.
3. To be visible and available to guests at all times throughout your shift.
4. To satisfy the needs of guests as politely and efficiently as possible when it is within the jurisdiction to do so.
5. To be aware of all activities at the Fairgrounds and report any suspicious activities to management.
6. To respond to emergency situations (i.e. medical, fire, tornado etc)
7. The Gate Admission Attendant also performs any other duties that may be required by the Ticket Manager.

Job specifications:

- Must possess a pleasant and warm attitude with great attention to detail and customer service.
- Must work at a swift pace, take initiative, and anticipate guest needs.
- The Gate Admission Attendant must be willing to work days, evenings, and weekends.
- Must possess the following skills:
 - Excellent communication and interpersonal skills
 - Detail oriented and self starter.
 - Pleasant demeanor, warm attitude and outgoing personality with great attention to customer service
 - Work independently and as part of a team.
 - Handle compliments and complaints
 - Assertive, as well as tactful
 - Work under pressure

- Positive work attitude
- Work and react with a sense of urgency in a fast-paced environment.
- Responsible, mature, and project a professional appearance.

Terms and Conditions of Employment:

Expect evening, morning and weekend hours. All employees are expected to adjust personal schedules if event demands should change; however every effort will be made to create an advance schedule. Respectful dress is required. Clean jeans, khakis or shorts with a 7 inch inseam should be worn. No short/shorts will be allowed – you will be sent home. This is a professional organization, which requires the staff to dress appropriately at all times. No worn denim jeans will be permitted. Hair should be neat, no baseball caps or bandanas.

Pay Rate:

Hourly rate based on experience. This is a non-benefitted temporary position.

Application Procedure:

Application forms for this position are available at online at www.redrivervalleyfair.com

Applicant Documents:

Completed job application

Send to:

E-mail: cheryl@redrivervalleyfair.com

Or

Mail to:

Red River Valley Fair Association

Attn: Ticket Manager

1805 Main Avenue West

West Fargo, ND 58078

For additional information call:

701.282.2200