



*Red River Valley Fair  
Association*

# SEASONAL- OPERATIONS



# ABOUT US

Located in West Fargo, ND, the Red River Valley Fair Association has been bringing family entertainment to the community since 1905. The almost 400-acre setting offers ample parking for attendees, easy access to the interstate, and a multitude of facility rental options. The grounds hosts 150+ events throughout the year.

Home to the Red River Valley Fair, Big Iron Farm and Construction Show, Lost in the Valley Corn Maze and Pumpkin Patch, the ND Renaissance Fair, Holiday Lights at the Fairgrounds, and the Red River Valley Speedway. The Red River Valley Fair is dedicated to providing a safe, multi-use complex that is entertaining, educational, and sets the standards for excellence in enriching lives.

The Red River Valley Fair Association is passionate about local agriculture. With the newly remodeled Agriculture Education Center, it will allow families and students to learn about our region's agriculture by having an interactive and educational experience, YEAR ROUND!

The annual Red River Valley Fair, "The Best Days of Summer" will take place for three weekends for the first time in its history. The 2024 dates include: June 28-30, July 4-7, July 11-14.

The Red River Valley Fair is a private non-profit 501(c)(5), with a 50 member Board of Directors.





# JOB SUMMARY

The Red River Valley Fair is seeking an enthusiastic and dedicated individual to join our Operations Team to assist with the maintenance of the buildings and grounds.

This position is seasonal with full time hours.

The Operations Team reports to the Director of Operations.

*Mission: The Red River Valley Fair is dedicated to providing a safe, multi-use complex that is entertaining, educational and sets the standards for excellence in enriching lives.*

## ESSENTIAL JOB DUTIES

### KEY RESPONSIBILITIES:

- Assist with the setup and teardown of tents, stages, booths, and other fairground infrastructure before and after RRVF and rental events
- Perform routine maintenance tasks, including cleaning, sanitizing, and organizing public areas, restrooms, and facilities to ensure a clean and safe environment for staff and customers
- Adhere to all safety protocols, operational procedures, and regulatory requirements to mitigate risks and maintain a secure environment for guests and staff
- Work collaboratively with other team members and departments to coordinate tasks, address issues, and support the overall success of events and operations
- Identify and address operational challenges, emergencies, and guest concerns promptly and effectively, seeking assistance from supervisors as needed
- Provide friendly and helpful assistance to guests, answering questions, providing directions, and ensuring a positive experience for all visitors
- Adapt to changing priorities, schedules, and tasks as required to meet the dynamic needs of event operations
- Perform other duties as assigned by the Director of Operations or COO
- Represent the association in a professional and positive manner

# OVERVIEW

To thrive in this position, it is not so much about what you have done but what you want to do and where your interests lie. You should like working with your hands, building, making minor repairs, and maintaining a large grounds. You will be setting up for events large and small, performing snow removal, landscaping, mowing, trimming, painting, garbage pickup, cleaning, all that needs to be completed to maintain the facility. You should be comfortable working with a team and alone. You are eager to learn skills such as operating equipment.

## TO APPLY

please email [info@redrivalleyfair.com](mailto:info@redrivalleyfair.com)  
or call 701-282-2200