

COMMERCIAL VENDOR ASSISTANT – SEASONAL/TEMPORARY

The Meadow Event Part has an excellent **Seasonal/Temporary** Opportunity. The State Fair of Virginia is seeking an individual to help with the Virginia State Fair.

Hours: This is a **Seasonal/Temp** Position from September 19th up to October 12th, does require flexible hours to work evenings and weekends.

PREFAIR

- Reports to work approximately one week in advance of SFVA and oversees coordination of layouts in each building.
- Ensures pipe and drape is setup to match the desired vendor plan.
- Ensures vendor packets are in order and prepares to facilitate check-in.
- Assists with check-in of building vendors by distributing packets, notifying of fees due, and working directly with manager on any questions or issues.
- General check of building maintenance and ensuring doors will lock properly, no life safety issues etc.

DURING THE FAIR

- Daily open and close of buildings.
- Unlock & lock buildings daily.
- Serves as vendor point of contact for questions and issues.
- Notifies manager and on duty law enforcement of any theft or “vendor/customer” disputes and issues.

POST FAIR

- Monitors move out of vendors and communicates any issues to manager.
- Oversees pipe and drape removal and any special move out of props etc.

CRITICAL SKILLS

- Strong Communication skills
- Organized
- Basic computer skills necessary

Virginia Farm Bureau Companies provide equal employment opportunity in all aspects of employment without regard to race, color, national origin, religion, gender, pregnancy, age, disability, orientation or veteran status.

VAFB supports compliance with COVID-19 protocols.