

The Meadow Event Part has an excellent **Seasonal/Contracted** Opportunity to help with The State Fair of Virginia.

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

Position is at our beautiful Meadow Event Park, located at 13191 Dawn Blvd, Doswell, VA 23047.

POSITION SUMMARY:

Provide event planning support to the VP of Operations and the manager of Vendor Sales and Facility Rentals.

PRIMARY DUTIES

- Provide event planning support.
- Critical areas of support: sponsorship and marketing activities and vendor commercial exhibit operations.
- Includes direct communication with sponsors and partners to ensure accurate activation plans and assets for sponsorship are in place.
- Organization of signage and ticketing needs for sponsorships.
- Support commercial vendor department with preparation of vendor packets and fair support materials.
- Support in the area of ticket fulfillment for State Fair of Virginia across all departments.

ADDITIONAL DUTIES

- Manages and coordinates projects to ensure high quality end results within given timeframes, as needed.
- Serve as back-up to areas assigned by the Manager of Event Planning and Operations All other duties as assigned by the Manager of Event Planning and Operations.

MINIMUM EDUCATIONAL/EXPERIENCE QUALIFICATIONS

- High school diploma or equivalent
- Minimum 3 years administrative support experience

MINIMUM SKILL QUALIFICATIONS

- Detail oriented
- Proven problem solving and analytical skills
- High level of organization
- Excellent oral and written communication skills
- Computer Literate (Word, PowerPoint, Excel)
- Proven ability to work effectively in a team environment
- Excellent interpersonal skills
- High level of dependability and integrity
- Strong computer and Internet research skills
- Ability to work well with all levels of internal management and staff, as well as outside clients and vendors
- High ability to multitask
- Occasional weekend work required

PREFERRED QUALIFICATIONS

- Experience working with non-profits
- Prior Fair and event experience

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.